APPLICATION FOR REFUND

Voucher No.____________

NAME OF APPLICANT: __________________________________________________

STUDENT ID NUMBER: ____________________ TELEPHONE NO. _______________

MAILING ADDRESS: ____________________________________________________

AMOUNT PAID (TUITION/FEES): _____________ DATE PAID: ________________

TYPE OF PAYMENT: CASH___ CR CRD___ FIN. AID.____ TMS___ CHECK____

         ACH DEPOSIT _____ MONEY ORDER _____

REFUND FOR WHICH SEMESTER/YEAR?  FALL____ SPRING____ SUMMER___

DISTRICT RESIDENT ________ NON-RESIDENT _______

UNDERGRADUATE _________ GRADUATE ________

PLEASE ATTACH A COPY OF THE FOLLOWING DOCUMENTS (IF AVAILABLE):

1. COURSE ADJUSTMENT (ADD/DROP) FORM

REASON FOR REFUND REQUEST: ______________________________________

________________________________________

STUDENT SIGNATURE

I CERTIFY THAT THE ABOVE LISTED INFORMATION AND ATTACHMENTS ARE COMPLETE
AND CORRECT, AND THAT PAYMENT HAS NOT BEEN RECEIVED.

SIGNATURE: __________________________ DATE: __________________

THANK YOU.

PROCESSED BY: __________________________ DATE: __________________

LOG NUMER: _______ $ AMOUNT OF REFUND: __________

TYPE OF REFUND

MGR. APPROVAL: __________________________ DATE: __________