

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## REFUND REQUEST FORM

*Students must drop their class(s) by the refund deadline in order to be reimbursed.  
Refunds will not be processed until after the drop deadline.*

- Turn this request in to the Moorpark College Student Business Office (or)
- Mail this request to Moorpark College Student Business Office, 7075 Campus Rd., Moorpark CA 93021 (or)
- Fax this request to: (805) 378-1557

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Student I.D. Number (900#): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

\*Refunds are reimbursed based on your original payment method. If you paid your fees by credit card, your refund will go back to your original credit card that was used. If you paid by cash or check, a refund check will be mailed to you. **Your address information must be current in the Registration and Records Office. PLEASE ALLOW 2 -3 WEEKS FOR RECEIPT OF YOUR REFUND.**

**REASON FOR REFUND:**       BOG fee waiver       3<sup>rd</sup> Party       Cancelled Class       Dropped Class

Comments: \_\_\_\_\_

### OFFICE WILL COMPLETE

___ Enrollment Fee	Amount \$ _____
	<b>*Deduct: Administrative Fee \$ <u>-10.00</u></b>
___ Student I.D. Card	\$ _____
___ Health Fee	\$ _____
___ Materials Fee – Subject _____	\$ _____
___ Non-Resident tuition (prorated)	\$ _____
___ Parking Fee (Permit Attached)	\$ _____
___ Student Center Fee	\$ _____
___ Web Registration Fee non-refundable	\$ _____
___ Other _____	\$ _____
	<b>TOTAL REFUND \$ _____</b>

**\*A refund from a dropped class will be charged a \$10 administrative fee once per semester.**

### OFFICE USE ONLY

Date: \_\_\_\_\_ Refund Processed By \_\_\_\_\_ Amount \$ \_\_\_\_\_