



BUSINESS OFFICE
REFUND REQUEST

Refund Information:

- Refunds are not automatic. You must request a refund for in-person, on-line, and STEP registration.
- A receipt **must be** submitted in order for a refund to be processed.
- Refunds are not processed until after the drop deadline published in the college schedule of classes for the semester or session.
- Refunds are processed according to the payment method as follows:
 - **Cash or Check:** Refund by check. Allow four weeks for processing.
 - **Credit Card:** Credit to credit card agency. Allow ten (10) business days for processing.

Instructions		<ul style="list-style-type: none"> • Please print or type and ensure all information is provided as omissions can delay processing. • You may bring this form directly to the Business Office, AD-111 or mail it to: Business Office, Los Angeles City College, 855 N. Vermont Ave., Los Angeles, CA 90029 																			
1.	STUDENT	Last Name				First Name				MI	Student ID Number										
		Semester		Year		Day Telephone Number (Optional)				E-Mail Address (Optional)											
		S F W SP				()															
2.	REFUND MAILING ADDRESS	Street								Apt.											
		City						State		Zip code											
3.	PAYMENT METHOD	Cash																			
		Check																			
		Credit Card																			
		Card Number																			
Expiration Date																					
4.	SIGNATURE									Date											
OFFICE USE ONLY																					
A.	REFUND	FEE	AMOUNT	NOTES																	
		ASBG (ASO)																			
		Enrollment																			
		Health																			
		Non-Resident																			
		Over-Payment																			
		Parking																			
		Other																			
		TOTAL		\$																	
B.	DATE	BY																			
	Received																				
	Completed																				