



**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.

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