LACC
LOS ANGELES CITY COLLEGE

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

- 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 88-
		Semester: S F W Sp	Year	Day Telephone Number (Optional) ( )	E-Mail Address (Optional)
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

		FEE	AMOUNT	NOTES
A.	REFUND	ASBG (ASO)		
		Enrollment		
		Health		
		Non-Resident		
		Over-Payment		
		Parking		
		Other		Charge Account
		TOTAL	$	

	DATE	BY
B.	Received	
	Completed	

LACC BO 01/31/07