



Refund Request Form

If you have a credit on your student account, you may go to your myHancock portal, *My Account* channel and select *Refund Request*. If you do not wish to apply for your refund online, you may complete this refund request form. Submit this form and any attachment(s) to a District Cashier in building A, Santa Maria campus, in person, by mail or by fax to (805) 922-3456. You may also submit this form to the Community Education, Lompoc Valley, Solvang or VAFB offices. Your refund deadlines for credit classes are posted on your *Schedule/Bill* link within your "myHancock" portal. For Community Ed classes, please refer to the refund policy posted on the Community Education webpage www.hancockcollege.edu/community_education/refunds or refer to the printed Spectrum catalog. Routine refunds are processed within **30 days**.

All refunds are issued through BankMobile, the college's partner in the refund process. Refunds can be transferred to your checking account or a free Vibe account, available through BankMobile. You can also opt to receive a paper check. If you are under the age of 16, you will receive a paper check as your only refund option. Refunds for credit card transactions cannot be credited back to your credit card. Please do not issue a stop-payment on your check or a dispute on your credit card payment. Both of these actions will result in a hold on your account. If you have any questions, please contact the Santa Maria district cashier office at (805) 922-6966 ext. 3626 or ext. 3582 or email cashiering@hancockcollege.edu

Semester & Year _____ Credit Class Non Credit/Fee Based Class Parking Other

Student Name: _____ H# _____
(Last) (First) (Init) Student I.D. Number

Address: _____ Phone# _____
(Street) (City) (State) (Zip)

Amount Requesting \$ _____

Explanation/Comments: _____

Student Signature: _____ Date _____
(Required for Processing)

* For non-credit or fee based refund exception requests, please take this completed form to the Santa Maria Community Education Office, building S.

* For credit course enrollment fee refund exception requests due to extenuating circumstances, please use the *Extenuating Circumstances Refund Request* form available on the Allan Hancock College website, *Current Students* Tab, *Cashier Services*, *Forms* link.

Office Use Only

Accepted by Cashier _____ Location _____ Date _____

Parking exception approved: _____ Date _____
AHC Chief of Police or Designee

Community Ed. exception approved: _____ Date _____
Dean of Community Education or Designee