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](http://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

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**Refund Request Form**

<table>
<thead>
<tr>
<th>Semester &amp; Year</th>
<th>☐ Credit Class</th>
<th>☐ Non Credit/Fee Based Class</th>
<th>☐ Parking</th>
<th>☐ Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
<td>H#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Last)</td>
<td>(First)</td>
<td>(Init)</td>
<td>Student I.D. Number</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td>Phone#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Street)</td>
<td>(City)</td>
<td>(State)</td>
<td>(Zip)</td>
<td></td>
</tr>
</tbody>
</table>

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.

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**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