



# Refund Request Form

PLEASE PRINT CLEARLY

## STUDENT INFORMATION

H# \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Number City Zip Code

## REFUND REQUEST INFORMATION

Semester:  Summer \_\_\_\_\_  Fall \_\_\_\_\_  Winter \_\_\_\_\_  Spring \_\_\_\_\_

Request For:  Credit Course  Non Credit or Fee Based Course  Parking Permit  Other \_\_\_\_\_  
List Item/Attach Documentation

Amount Requesting \$ \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Required for Processing

**For a Refund Exception Request for Enrollment Fees, use the Extenuating Circumstances Refund Request Form**

### Instructions:

**This form does not withdraw a student from class. You must drop your class before the refund deadline.**

Verify that your mailing address is current through your myHancock portal. All refunds are issued by Bank Mobile using the Refund Preference you selected. If you have not selected a Refund Preference, and need assistance, go to a Cashier office or email [cashiering@hancockcollege.edu](mailto:cashiering@hancockcollege.edu). If you are under the age of 16, you will receive a paper check as your refund option. Please do not issue a "stop payment" or a "credit card dispute" on your payment. This will result in an additional fee and a hold on your student account. **All refunds are processed within 30 days.**

## FOR OFFICE USE ONLY

Form Received By \_\_\_\_\_ Date \_\_\_\_\_

### Credit Course Refund Request

Please take this form to the Cashier's office at the Santa Maria campus, Bldg. A, or Lompoc campus, Administration office.

Approved  Denied \_\_\_\_\_  
Reviewed By Date Approved By (If Required) Date

### Non Credit or Fee Based Refund Request

Please take this form to the Santa Maria Community Education office, building S. for review.

Approved  Denied \_\_\_\_\_  
Reviewed By Date Approved By Date

### Parking Permit Exception Refund Request

Parking permit must be attached. All parking permit refund request forms will be forwarded to the Chief of Police for review.

Approved  Denied \_\_\_\_\_  
Reviewed By Date Approved By Date

### Other Refund Request

Attach all documentation and receipts to your request form before submitting to cashier office.

Approved  Denied \_\_\_\_\_  
Reviewed By Date Approved By Date