

Refund Request Form

MJC Business Services Offices
 Telephone: (209)575-6828
 Fax: (209) 575-6745

Name: _____ Student Signature: _____
 Street: _____ SSN or W Number: _____
 City: _____ Date: _____
 State/Zip: _____

Is this a new mailing address? Yes No Semester: Summer Spring Fall

YOU MUST DROP CLASS(ES) WITHIN THE REFUND PERIOD AT THE ADMISSIONS OFFICE, BY TOUCHTONE OR VIA THE WEB PRIOR TO REQUESTING A REFUND

You are eligible for a refund if the following Refund Policy requirements have been met:

(A) Drop Deadlines: Enrollment Fees, Nonresident Fees, Health Fees, Student Center Fee, Material Fees, Student Representation Fees and Student Benefit Fee: Class(es) was/were dropped during the first two weeks of the term, except for short term classes. Short term classes must be dropped by the 10% point of the length of the class.

Parking Permits: Class(es) was/were dropped by the last business day before the semester begins or by the last business day before the class begins if the class is a short term class. Parking permit must be returned by the last business day before the semester begins or the day before the class begins in the case of a short term class, to be eligible for a refund. Parking permits paid for and not picked up will only be refunded during the refund filing period.

(B) Refund Request Form: Refund Request Form (available in the in the Business Services Office, Admissions Office or under the online forms on PiratesNet) must be filed in the MJC Business Services Office by the end of the eighth week of the term, except for short term classes. Refunds for short term classes must be filed within two weeks of the start date of the short term class. As an alternative to filing the refund request in person, you may mail in your completed Refund Request Form to the MJC Business Services Office located at 435 College Avenue, Modesto, CA 95350; or you may fax the completed Refund Request From to the MJC Business Services Office at (209) 575-6745. **In accordance to California Code of Regulations, section 58508, refunds with an enrollment credit of at least \$10.00 will be assessed a \$10.00 administrative processing fee.**

(C) Outstanding Credit: Credit for which a refund request has not been filed as specified in (B) above will not be refunded and may be lost. Continuing students with an outstanding credit can carry this credit for two academic years. Where such credit is then applied against fees and charges. ANY CREDITS REMAINING AT THE END OF THE TWO YEARS, HOWEVER, ARE FORFEITED.

(D) Classes Cancelled by the College: Refunds are made for classes cancelled by the College but REFUNDS ARE NOT AUTOMATIC. The student must submit a completed Refund Request Form to the Business Services Office.

If your refund is approved, it will be refunded to you approximately six weeks after the term begins or four weeks from the filing date, whichever is later. If fees were paid by check or credit card, the refund is not made until the funds have cleared the bank.

Check (X) ALL Applicable Box(es)

- Class Cancelled by College
- Student Drop
- Board of Governor's Waiver
- Residency Change
- Parking Fee
- Military Withdrawal
- Withdrawal from all classes

*****FOR OFFICE USE ONLY*****

 Amount Refunded Date Posted Authorized By SDO/Warrant Number