

OFFICIAL MERCED COMMUNITY COLLEGE DISTRICT FORM
REQUEST FOR REFUND
STUDENT FEES/#2150/REVISED, MARCH 2016

Parking permits must be returned for a refund

Student ID# _____ Name _____

Reason for Refund (Select One):

- Dropped Classes Overpaid Fees
 BOG Fee Waiver Other:

OFFICE USE ONLY	
Cashier Initial:	_____
AR Type:	_____
Balance:	_____
Date Refund:	_____
Voucher #:	_____
Voucher #:	_____

1. Prior to submission, verify:

- a) Admission & Records has all required forms to initiate the drop of classes
- b) Address on file is correct

2. Please allow 6-8 weeks from receipt of form for processing.

Withdrawal from Merced College is the **responsibility of the student**. In order to receive your refund, your classes must be dropped online through WebAdvisor or in person in Admissions and Records within the established deadlines for the semester. Students must clear all outstanding Merced College financial obligations before receiving requested official transcripts.

Date

Student Signature
