

Application for On-Campus Course Transfer or Refund

Please return this form to the Business Office, Room 301 (days) or to the Student Store, Room 601 (nights). Submission of the form does not guarantee any refund.

- A full refund of fees will only be made after the start of the term if a course is closed by the school or if the days and/or times of class are changed by the school and the student cannot attend.
- A prorated refund may be granted based on administrative approval and when during the course's semester this form is submitted.
- A transfer to the next semester of the same course may be offered based on the reason for the request.
 - **No refunds will be given on program application fees.**
 - **No refunds will be given on registration fees.**
 - **No refunds will be given on testing fees.**
 - **No refunds will be given on "A" portion once picked up from the ASB Office (including textbooks, uniforms, and other course materials).**
 - **No refunds will be given on a course after 25% of the scheduled class meetings are completed for that semester/term.**

Part 1- Student Information

Name: _____ Telephone Number: _____

Address: _____
 Number/Street City State Zip

Course Title: _____ Date of Request: _____

Reason for Request: _____

Check one: Request to transfer to next term. or Request for partial refund.

Part 2 – To Be Completed by SICE Staff

Amount paid: A \$ _____ B \$ _____ *Attach sales receipt

Refund Granted: A \$ _____ B \$ _____ and ASAP attendance.

Program Administrator: _____ Date: _____

For Office Use Only

Total Amount Refunded: \$ _____ *Attach copy of check and ASAP receipt.

Method of refund: Credit Card Check Outside Agency Refund:

Date Processed/Check Mailed: _____

SICE Staff Processing Refund: _____