Torrance Adult School | TAS

REFUND / TRANSFER REQUEST FORM

(All Refunds Payable Within 7–10 Business Days)

FOR OFFICE USE ONLY

DATE: _____ TIME: _____

☐ REFUND ☐ TRANSFER

☐ FALL ☐ SPRING ☐ SUMMER YEAR: _____

STUDENT ID #: _____

STUDENT INFORMATION

LAST NAME | FIRST NAME | PHONE NUMBER

CURRENT MAILING ADDRESS | CITY | ZIP CODE

ENROLLMENT INFORMATION

CURRENT SECTION # | CLASS TITLE

☐ CASH ☐ CHECK ☐ CARD (ONLINE) ☐ CARD (OFFICE)

FEE PAID | PAYMENT METHOD

REASON FOR REFUND / TRANSFER REQUEST (Use back of form if more space is needed)

FOR TRANSFERS ONLY

TRANSFER TO SECTION # | CLASS TITLE

CLASS SCHEDULE (DAYS & TIME) | INSTRUCTOR NAME

REFUND POLICY

Any policy changes or adjustments are subject to administrative review.

Refunds must be requested before the start of the 2nd scheduled class meeting. In the event that Torrance Adult School (TAS) cancels class(es), students will receive any course fees paid for the class(es). Textbooks are non-refundable.

REFUND PROCESSING

- All refunds take 7–10 business days to process and be received.
- Cash Payments: The refund amount will be delivered by check and will be mailed to the student directly.
- Credit Card Payments: The refund amount will be credited back to the student's credit card account directly.

PROCESSING FEES

- There will be no processing fees for students who drop class(es) before the class start date.
- There will be a $15.00 processing fee for students who drop after the 2nd scheduled class meeting.
- No refunds will be processed after the 3rd class meeting.

ONE-DAY / ONE-TIME CLASSES

- Refunds will only be processed for students who drop before the class start date.
- No refunds will be processed after the class begins, regardless of attendance.

STUDENT SIGNATURE | OFFICE STAFF SIGNATURE | DATE

FOR OFFICE USE ONLY

TRANSFER CALCULATIONS

ORIGINAL COURSE FEE: $ _____

NEW COURSE FEE: $ _____

REFUND AMT DUE: $ _____

REFUND CALCULATIONS

FEE PAID: $ _____

PROCESSING FEE: $ _____

TOTAL REFUND: $ _____

APPROVAL

REFUND ISSUED: ____ /____ /____

ADMIN SIGN _____

APPROVED: ____ /____ /____