FOOTHILL COLLEGE Student Refund Request

Foothill College
12345 El Monte Rd
Los Altos Hills, CA 94022

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Student Identification Number

☐ **Summer** ☐ **Fall** ☐ **Winter** ☐ **Spring** **20_____**

Enrolled At De Anza also? **Yes** ☐ **No** ☐

I request a refund of my fees in accordance with Section 58508 of Title V, California Code of Regulations.

_____ _____
Student Signature Date

☐ Visa, MasterCard or Discover

Card# _____ _____
(Must be the same number used to pay fees) Exp. Date

or

Mail check to: Please print clearly

Name _____

Address _____

_____

_____ Zip _____

A check will be mailed to you at the address listed above. Allow 3 weeks for processing after the start of the refund period.

CASHIER ONLY

Refund Batch

_____

Parking permit# if returned

_____

Service Fee

_____

Amount refunded

_____

Date Processed:

_____

Cashier:

_____

FOOTHILL COLLEGE

Refund Request Information

1. Classes must be dropped within the time frame as listed in the academic calendar.
2. Parking permits and your Student body Card, if applicable, must be returned in order to receive a refund. (Annual parking permits are non-refundable.)
3. All refunds must be requested from the cashier in writing between the 3rd and 6th week of the Fall, Winter, and Spring quarters or during the 2nd and 3rd week of the Summer quarter.
4. Refunds must be requested in the quarter in which the credit was applied to the student's account.
5. Foothill College will retain a "service fee" of up to $10.00 for classes dropped by the student after the quarter begins. No service fee is assessed for classes cancelled by the college.
6. The forfeiture date on all unclaimed refunds is the 21st day of the Summer session and the 42nd day of the Fall, Winter and Spring quarters.