



COLUMBIA COLLEGE REQUEST FOR REFUND



In accordance with California Code of Regulations 58508, a **ten dollar (\$10.00) administrative processing fee** is charged for the refund of enrollment fees except in the case of a class cancelled by the College.

NAME _____

Last
First
Initial
Student Identification # or Social Security #

Mailing Address: _____

City
State
Zip

Signature: _____ Date: _____

Is this a new mailing address? Yes No

INSTRUCTIONS: Complete this form and return it to the Business Office. **See Schedule of Classes for Refund Policy.** Call 588-5114 for questions. A check will be **mailed** to you within 6–8 weeks if eligible for the refund. Payments by credit card may be refunded to the card. See ***Procedure for Refunds*** and deadline dates in the current semester Schedule of Classes.

NOTE: THIS FORM DOES NOT WITHDRAW YOU FROM CLASS. A student requesting a refund must officially drop classes at the Admissions & Records Office, through the Touchtone Telephone Registration System, or on the Columbia College website.

Check all boxes that apply:

<input type="checkbox"/> Activity Sticker	<input type="checkbox"/> Auto Permit	<input type="checkbox"/> BOGG fee waiver
<input type="checkbox"/> Cancelled Class	<input type="checkbox"/> Community Education Class	<input type="checkbox"/> Dropped a Class

FOR OFFICE USE ONLY

Amount refunded _____ Date posted _____ Authorized by _____

White copy - Business Office
 Yellow copy - Student

Columbia College Business Office
 11600 Columbia College Drive
 Sonora, CA 95370
www.gocolumbia.org