

BUTTE COLLEGE
STUDENT REFUND REQUEST

This is not a drop form

NO REFUND REQUESTS WILL BE PROCESSED FOR PAYMENT UNTIL

1. Student has completed top half of request form.
2. Student has dropped class/classes in question before drop date deadline.
3. Student submits copy of latest schedule showing dropped class/classes with a credit balance.
4. Cashier will verify the following information is complete on this request.

Quarter FALL SPRING SUMMER 20_____

ID NUMBER _____ TELEPHONE NUMBER _____ SSN _____ - _____ - _____

NAME _____
LAST FIRST MI

MAILING ADDRESS _____ CITY _____ STATE/ZIP _____

DATE _____ STUDENT SIGNATURE _____

APPROVED BY

DATE _____ SIGNATURE _____

REASON:

- CANCELLED CLASS(ES)
- DROPPED CLASS(ES)
- APPROVED FOR BOGG AFTER PAYING OWN FEES
- DISQUALIFIED DUE TO ASSESSMENT OR ACADEMIC LEVELS
- MEDICAL - PLEASE ATTACH VERIFICATION

OTHER COMMENTS: _____

FOR BUSINESS OFFICE USE ONLY

Public Service Center Only:

Refund Breakdown

Tran Code	Amount	Acct. Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL REFUND REQUESTED

REFUND PROCESSING FEE
(\$10.00 PER SEMESTER)

TOTAL REFUND DUE

\$	
\$	
\$	
WARRANT NO.	DATE

RECEIVED BY (CASHIER): _____

DATE

REFUNDS WILL ONLY BE APPROVED IF DROPS ARE COMPLETED AND A REFUND REQUEST IS SUBMITTED TO A CENTER OFFICE WITHIN THE FIRST 2 WEEKS OF THE REGULAR SEMESTER (10% OF IRREGULAR OR SHORT TERM CLASS).

FOR INFORMATION CALL (530) 895-2421

REFUNDS WILL BE PROCESSED WITHIN 45 DAYS OF THE REFUND DROP DATE DESIGNATED IN THE COURSE SCHEDULE.