

**BUTTE COLLEGE
STUDENT REFUND REQUEST**

This is not a drop form

NO REFUND REQUESTS WILL BE PROCESSED FOR PAYMENT UNLESS:

1. Student has completed top half of request form.
2. Student has dropped class/classes in question before drop date deadline.
3. Cashier will verify the following information is complete on this request.

Quarter FALL SPRING SUMMER 20 _____

ID NUMBER _____ TELEPHONE NUMBER _____

Name _____
LAST FIRST MI

Mailing Address _____ City _____ State/Zip _____

Date _____ Student Signature _____

APPROVED BY

Date _____ Signature _____

REASON:

Other Comments: _____

CANCELLED CLASS(ES)

DROPPED CLASS(ES)

APPROVED FOR BOGG AFTER PAYING OWN FEES

DISQUALIFIED DUE TO ASSESSMENT OR ACADEMIC LEVELS

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 (CASHER): _____

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.