



# LASC

## BUSINESS OFFICE REFUND REQUEST

**Refund Information:**

- \* Refunds are not automatic. You must request a refund for in-person, on-line, and STEP registration.
- \* A receipt must be submitted in order for a refund to be processed.
- \* Refunds are not processed until after the drop deadline published in the college schedule of classes for the semester or session.
- \* Refunds are processed according to the payment method as follows:
  - \* Cash or Check: Refund by check - allow 4 weeks for processing.
  - \* Credit Card: Credit to credit card agency. Allow 10 business days for processing.

**Instructions**

\*Please print or type and ensure all information is provided as omissions can delay processing.

\*You may bring this form directly to the Business Office, SSB103, or mail it to:

Business Office, Los Angeles Southwest College, 1600 W. Imperial Hwy., Los Angeles, CA 90047

<b>1</b>	Student	Last Name		First Name				Student ID Number											
								88-											
		Semester	Year	Day Telephone Number (Optional)				E-Mail Address (Optional)											
		S F W Sp																	
<b>2</b>	Refund Mailing Address	Street							Apt.#										
		City					State		Zip Code										
<b>3</b>	Payment Method	Cash																	
		Check																	
		Credit Card																	
		Financial Aid																	
		Card Number																	
Exp. Date																			
<b>4</b>	Signature								Date										
<b>5</b>	ASO Approval								Date										
<b>OFFICE USE ONLY</b>																			
<b>A</b>	<b>REFUND</b>	Fee	Amount	Notes															
		ASO																	
		Enrollment																	
		Health																	
		Non-Resident																	
		Over-Pymnt																	
		Parking																	
		Other										Charge Acct.:							
<b>Total</b>	\$																		
<b>B</b>	<b>BY</b>	<b>DATE</b>	<b>BY</b>	<b>DATE</b>															
	Received		Reviewed																
	Prepared																		
	Completed		Approval																