LASC

BUSINESS OFFICE
REFUND REQUEST

Refund Information:

* Refunds are not authomatic. 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.
* Refuns are processed according to the payment method as follows:
  * Cash or Check: Refund by check - allow 4 weeks for procesing.
  * 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

1	Student	Last Name	First Name	Student ID Number 88-	
		Semester S F W Sp	Year	Day Telepphone Number (Optional)	E-Mail Address (Optional)
2	Refund Mailing Address	Street			Apt.#
		City		State	Zip Code

3	Payment Method	Cash																					
		Check																					
		Credit Card																					
		Financial Aid																					
		Card Number																					
		Exp. Date																					

4	Signature		Date
5	ASO Approval		Date

OFFICE USE ONLY

A	**REFUND**	Fee	Amount	**Notes**
		ASO		
		Enrollment		
		Health		
		Non-Resident		
		Over-Pymnt		
		Parking		
		Other		Charge Acct.:
		Total	**$**	

	BY	**DATE**	**BY**	**DATE**
B	Received		Reviewed	
	Prepared			
	Completed		Approval	