



Date Received: _____

Received By: _____

Refund Entitlement Form

Refunds are not automatically processed. Requests for refunds must be submitted by mail, fax or in-person.

(Last Name) (First Name) (M.I.)

(Mailing Address)

(City) (State) (Zip Code)

Signature _____ Student I D # _____

Print and mail to:
Registration Refund
Golden West College
15744 Golden West St
PO Box 2710
Huntington Bch, CA 92647

OR

FAX: 714)895-8960

In case of problems or questions please provide **Contact Information**

Phone Number _____ E-Mail Address _____

If you paid by Credit Card please fill out the information below

Cardholder Name _____

Credit Card # _____ - _____ - _____

Expiration Date _____ / _____

Refunds are not automatically processed. Payments made by credit card will be credited back to the credit card upon receipt of written request.

To receive a refund for parking the **Parking Decal** must be returned by the earliest refund date on your **Program Receipt**.

Note: In accordance with District Policy, **cash refunds** will only be issued up to a maximum amount of \$100. Refunds of \$101 to \$1000 will be issued by check on a weekly basis from the college. Amounts over \$1000 are issued by check and sent from the District office within 10 to 15 days of the request.

In addition, there is a 15 working-day waiting period for refunds when the original payment of fees was made by check unless the student shows proof of the cancelled check (actual check or bank photocopy).

FOR OFFICE USE ONLY

Year/Term _____ / _____ **Refund Amount:** \$ _____

5010/20/30 College Service Charge \$ _____ Dynamics 60-5000-01-5010	113-31551-8880-0 Non-Resident \$ _____ Dynamics 60-5000-01-8880-000-0
123-61308-8876-0 Health Fee \$ _____ Dynamics 60-5000-01-8876-005-00	433-90208-8880-0 Capital Outlay \$ _____ Dynamics 60-5000-40-8880-003-00
113-31151-8874-0 Enrollment Fee \$ _____ Dynamics 60-5000-01-8874-045-00	123-85908-8881 Parking Fee \$ _____ Dynamics 60-5000-01-8881-000-00
123-34100-8877-0 Material Fee \$ _____ Dynamics 60-5000-01-8877-007-00	Other _____
113-19001-8889-0 Overpayment \$ _____ Dynamics 60-5000-01-8889-050-00	Authorized: _____ Date: _____