



Refund Request Form

PLEASE PRINT CLEARLY

STUDENT INFORMATION

H# _____ Last Name _____ First Name _____

Email Address _____ Phone Number _____

Mailing Address _____
Street Number City Zip Code

REFUND REQUEST INFORMATION

Semester: Summer _____ Fall _____ Winter _____ Spring _____

Request For: Credit Course Community Ed Fee Based Course Parking Permit Other _____
List Item/Attach Documentation

Amount Requesting \$ _____

Student Signature _____ Date _____
Required for Processing

For a Refund Exception Request for Enrollment Fees, use the Extenuating Circumstances Refund Request Form

Instructions:

This form does not withdraw a student from class. You must drop your class before the refund deadline.

Verify that your mailing address is current through your myHancock portal. All refunds are issued with BankMobile Disbursements, using the Refund Preference you selected. If you have not selected a Refund Preference, and need assistance, contact the cashier office at 805-922-6966 ext. 3270 or email cashiering@hancockcollege.edu. Please do not issue a "stop payment" or a "credit card dispute" on your payment. This will result in an additional fee and a hold on your student account. **All refunds are processed within 30 days.**

FOR OFFICE USE ONLY

Form Received By _____ Date _____

Credit Course Refund Request

Please take this form to the Cashier's office at the Santa Maria campus, Bldg. A, or Lompoc campus, Administration office.

Approved Denied _____
Reviewed By Date Approved By (If Required) Date

Non Credit or Fee Based Refund Request

Please take this form to the Santa Maria Community Education office, building S. for review.

Approved Denied _____
Reviewed By Date Approved By Date

Parking Permit Exception Refund Request

Parking permit must be attached. All parking permit refund request forms will be forwarded to the AHC Police Dept. for review.

Approved Denied _____
Reviewed By Date Approved By Date

Other Refund Request – Write Explanation and attach paperwork if needed.

