

PERALTA COMMUNITY COLLEGE DISTRICT/MERRITT COLLEGE REFUND REQUEST FORM

To be completed by student:

Name:		
Student ID#		
Address		
City	State	Zip
Phone ()		
email address:		
☐ Credit Card	☐ Mail	☐ Pick up

Refund Procedure:

Payments made by credit card /online will be refunded back to the credit card used for payment. Refund check will be issued for payments made by cash, check / online E-Check .

Note: Refund of tuition paid by a business, trust, government agency, military installation, etc, will be returned to the organization unless otherwise stated by the Payee.

If ALL Classes are Dropped: There will be a \$10.00 service charge for processing fee.

Please allow 4 to 6 weeks after last day to add classes for processing.

Student Signature:	Date
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For Official Use Only

Refund for:	Term	Year	
Student Paid by:			
Cash \$ _____			
Check \$ _____			
Credit Card \$ _____ CR # _____			
Less: Processing Fee: \$ _____			
Refund by:			
Check# _____		\$ _____	
Credit Card# _____		\$ _____	
TOTAL NET REFUND			\$ _____
Refund Process by:		Date	