



FOOTHILL COLLEGE STUDENT REFUND REQUEST

Mail to Campus Cashier or Fax to (650) 949-7048
12345 El Monte Road, Los Altos Hills Ca. 94022

Student Identification Number

Summer Fall Winter Spring 20_____

Enrolled At De Anza also? Yes No

I request a refund of my fees in accordance with Section 58508 of Title V, California Code of Regulations.

Student Signature Date

Visa, MasterCard or Discover

Card# _____ Exp. Date _____

Mail to: **Please print clearly**

Name _____
Address _____
_____ Zip _____

CASHIER ONLY
Refund Batch _____
Parking permit # if returned _____
Service Fee _____
Amount refunded _____
Date Processed: _____
Cashier: _____

Approved by: _____
(Supervisor)

A check will be mailed to you at the address listed above. Allow 3 weeks for processing after the start of the refund period.

FOOTHILL COLLEGE

Refund Request Information

1. Classes must be dropped within the time frame as listed in the academic calendar.
2. Parking permits and your Student body Card, if applicable, must be returned in order to receive a refund. (Annual parking permits are non-refundable.)
3. Allow 3 weeks for processing after the start of the refund period.
4. All refunds must be requested from the cashier in writing between the 3rd and 6th week of the Fall, Winter, and Spring quarters or during the 2nd and 3rd week of the Summer quarter.
5. Refunds must be requested in the quarter in which the credit was applied to the student's account.
6. Foothill College will retain a "service fee" of up to \$10.00 for classes dropped by the student after the quarter begins. No service fee is assessed for classes cancelled by the college.
7. The forfeiture date on all unclaimed refunds is the 21st day of the summer session and the 42nd day of the Fall, Winter and Spring quarters.