

# Foothill College

## Refund and Transfer form

To request a refund from a Foothill College Community Education class, this form must be completed, signed and submitted to the Sunnyvale Campus office of Foothill College, located at 1070 Innovation Way, Sunnyvale, CA 94989. Refund requests are NOT approved automatically. No prorated tuition refunds are given. Please allow 1-2 weeks for processing of approved refunds.

Class Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Class Start Date: \_\_\_\_\_

Class #: \_\_\_\_\_ Section #: \_\_\_\_\_ Tuition Paid: \_\_\_\_\_

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If I receive a refund, I authorize Foothill College to:

\_\_\_\_\_ Credit my credit card (ONLY on credit card transactions)

\_\_\_\_\_ Send my refund in the form of a check (for cash/check transactions)

For one-time transfers, please list the class you will transfer to:

Name of class: \_\_\_\_\_ Course # \_\_\_\_\_

Student name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Before 1<sup>st</sup> class:** A student may receive a refund of all fees minus a \$10 processing fee - OR – transfer to another class one time at no charge

**After 1<sup>st</sup> class:** No refunds or transfers.

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**FOR OFFICE USE ONLY**

THIS FORM WAS RECEIVED:

\$ \_\_\_\_\_ in fees will be:

\_\_\_\_\_ before the first class

\_\_\_\_\_ refunded via: \_\_\_\_\_ check \_\_\_\_\_ credit card

\_\_\_\_\_ after the first class

\_\_\_\_\_ transferred to another class

\_\_\_\_\_ refund/transfer denied

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_