



SANTA BARBARA CITY COLLEGE

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STUDENT REQUEST FOR REFUND
PLEASE PRINT PLAINLY

K#
SBCC Student ID#

LAST NAME FIRST NAME
Email Address Phone number

IMPORTANT: Please update your mailing address in Pipeline. The refund check will only be sent to the most current mailing address on your Pipeline account. If you want the refund to be directly deposited to your bank account, please set up ACH payments in Pipeline. Navigate to Pipeline, / "Financial Aid", / "Direct Deposit Sign Up", then follow the set up instructions. Please Note: A Student Request for Refund form still needs to be submitted to the Cashier's Office in order for your refund to be processed.

SEMESTER: { } FALL { } SPRING { } SUMMER

INSTRUCTIONS: Fill out this form accurately and completely, save form and email it as an attachment via your Pipeline email account to cashiers@sbcc.edu. This form does not withdraw a student from class. You must drop your class via Pipeline before the refund deadline.

NOTE: Approved refunds will be mailed by the SBCC Finance Office 5 to 6 weeks after the Add/Drop period. Your request will be delayed if SBCC ID# is not included. Please go to your Pipeline Account to lookup Your SBCC ID#.

REASONS FOR REFUND REQUEST:

- { } COSMETOLOGY KIT REFUND - Need Kit Return Verification from Cosmetology Academy
{ } I WITHDREW FROM CLASS(ES) { } OTHER { } CLASS CANCELED/ADMINISTRATION

Save form & email to cashiers@sbcc.edu via your Pipeline email.

SIGNATURE OF STUDENT

DATE REQUESTED

FOR OFFICE USE ONLY - DO NOT WRITE BELOW

Table with columns: FEE TYPE, DETAIL CODE, Amount (\$), ENTRY DATE, INITIALS. Rows include: ENROLLMENT FEES (TENR), NON-RESIDENT TUITION (TOOS), INTERNATIONAL TUITION (TOOC), HEALTH FEES (THLT), TRANSPORTATION FEE (TBUS), STUDENT REP FEES (TREP), PARKING FEES (KDAY - KEVE - KBOG), INTERNATIONAL INSURANCE (TISI), ACTIVITY STICKER (SACT), ART FEES (MART), NURSING SUPPLIES (MNUR), GRAPHIC COURSE FEES (MGRD), PHOTOGRAPHY FEE (MPHD), MARINE TECH (MMDT), COSMETOLOGY KIT REFUND (MSCM), and a TOTAL row.

REFUND AUTHORIZATION DATE

\$10 PROCESS FEE
FOR ENROLLMENT FEE
REFUND