



Refund Request Form

PLEASE PRINT CLEARLY

Students who find it necessary to drop specific classes or withdraw from school will be eligible for a refund if the class or classes are **dropped** within 10 percent of the scheduled class time. The deadlines for your classes can be found in your myHancock portal. Please navigate to the Fees and Balances section and then select View fees and deadlines.

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

All refunds are issued through BankMobile Disbursements, using the refund preference you have selected. If you have not selected a refund preference, and need assistance, contact the cashier services office at 805-922-6966 ext. 3270/3582 or email cashiering@hancockcollege.edu. Please do not issue a stop payment or a credit card dispute on a valid payment. This will result in an additional fee and a hold on your student account, which will prevent future registration activity. **All refunds are processed within 30 days.**

If you are asking for a refund exception, complete the [Extenuating Circumstances Refund Request Form](#) and follow the instructions that are listed on the form. Do Not Use this form for a refund exception.

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

Other Refund Request – Write explanation and attach paperwork, if needed.

Refund Amount Requesting \$ _____

Student Signature _____ Date _____
Required for Processing

OFFICE USE ONLY

Received By _____ Date _____

Approved _____ Denied _____
Signature Date Signature Date