SBCC
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 <u>after</u> 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

FEE TYPE	DETAIL CODE		
ENROLLMENT FEES	TENR	$ _____	
NON-RESIDENT TUITION	TOOS	$ _____	ENTRY DATE _____
INTERNATIONAL TUITION	TOOC	$ _____	INITIALS _____
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	$ _____	
		$ _____	
	TOTAL	$ _____	

REFUND AUTHORIZATION   **DATE**

$10 PROCESS FEE FOR ENROLLMENT FEE REFUND

<u>Original:Office File - - Copy to Student</u>