

# CUESTA COLLEGE SUMMER FEES REFUND REQUEST

- **ALL REFUND REQUIREMENTS CAN BE FOUND IN THE CURRENT CLASS SCHEDULE OR AT [www.cuesta.edu](http://www.cuesta.edu)**
- **It is the student's responsibility to learn Cuesta's drop and refund deadlines.** Students must complete a drop transaction online, by mail, fax or in person **AND** submit a Refund Request form in order to be dropped and receive a refund. (Signed handwritten refund requests may also be submitted.)
- To receive a **full refund** for the **Summer Session**, course(s) must be **OFFICIALLY dropped** no later than **the Friday before the session begins AND a refund request submitted by the end of the second week of the session.** For specific dates, please refer to the summer schedule of courses.
- To receive a **partial refund**, which is tuition only, summer course(s) must be **officially dropped prior to completion of 10% of the course AND a refund request submitted by the end of the second week of the session.** For specific dates, please refer to your class schedule online through myCuesta/Student tab/Class Schedule / Receipt. <http://my.cuesta.edu>
- **Non-resident students and short course students** should refer to the refund chart in the current class schedule for specific refund deadlines. The chart lists refunds by number of class meetings and percentage refundable. Please read carefully.
- **All refund requests must be submitted** to the Cashier's Office located at either the San Luis Obispo or North County campus **no later than the end of the second week of the session.** To submit requests by mail, send to: Cuesta College, Attn: Cashier, P.O. Box 8106, San Luis Obispo, CA 93403-8106.
- **Refund checks are mailed to the address listed on the student's records approximately six (6) weeks after the request has been received.**

**\*A \$10 SERVICE FEE IS DEDUCTED FROM REFUNDS OF ENROLLMENT\***

**PLEASE PRINT CLEARLY**

**Student I.D. Number/** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
Last First MI

**ADDRESS:** \_\_\_\_\_  
Street City State Zip

**\* Refund checks are mailed to the address on your Cuesta College Records. Please keep your address current on your records. See myCuesta, the Student tab/Web Services and Personal Information to update your contact information. Did you read all the information on this form? Y / N (circle one)**

**EMAIL ADDRESS:** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_

**I understand this is NOT a request to be dropped and I am responsible for knowing refund/drop deadlines and procedures.**

\_\_\_\_\_  
Student's Signature Date

**PARKING PERMIT NUMBER** \_\_\_\_\_

To be eligible for a refund for the Parking Permit, it must be returned in **NEW CONDITION with this request. No refunds** after semester starts.

## REFUND/REVERSAL OF ASCC ID FEE

**\*Check here to request refund/reversal of ASCC ID fee** \_\_\_\_\_

\*To be eligible for a refund of the ASCC ID fee, you must request the refund/reversal prior to the start of the session. No refund after the semester starts. For more information visit the ASCC Office.