



STUDENT ACTIVITY FEE REFUND REQUEST

The Student Activity Fee allows the Contra Costa College Associated Students (student government) to provide funding for campus clubs, events, activities, and campus based programs that will benefit the student population. Examples of programs in which the activity fee could support are student scholarships, textbook scholarships, multi-cultural campus events, community resource outreach programs.

Refund Process and Deadline:

The Student Activity Fee is voluntary. In order to receive a refund of the Student Activity Fee, you must complete this form and turn it into the Cashier's Office located in the Student Services Center.

Refund forms must be received within the first two weeks of instruction for a full semester class, or before 10% of the class time for a short-term class. No refunds will be processed after that time. Refunds will be issued monthly after the first two weeks of instruction each semester.

If the student's account has no outstanding (unpaid) fees, a refund check will be mailed to the student's address on file in the college Admissions Office. If you have a new address, please notify the Admissions Office at the time of withdrawal. If the student has outstanding (unpaid) fees, the refund will be applied as a credit to their student account.

I understand that if I do not pay this fee, I may not be able to attend A.S. sponsored events, apply for A.S. scholarships, use A.S. funded programs, or receive other benefits provided by the Associated Students.

I am requesting that I be exempt from paying the Student Activity Fee (\$5) for:
(This form may only be submitted for the current semester.)

Fall 20____

Spring 20____

Name

Student ID Number

Signature

Date

Cashier's Office Use Only:

Refund Processed

Initials _____ Date _____