

# LOS MEDANOS COLLEGE

## STUDENT ACTIVITY FEE REFUND REQUEST

The Student Activity Fee allows the Los Medanos College Associated Students (LMCAS), the student government, to provide scholarships, leadership opportunities, cultural programs and other co-curricular programs for the college. It also funds programs such as the textbook on reserve program that provides course textbooks for use in the library.

### **Refund Process and Deadline:**

The Student Activity Fee is voluntary, however it will be charged each semester when you register for classes. (Note: All eligible BOGFW recipients remain responsible for the student activity fee unless you request a refund prior to the refund deadline.) In order to receive a refund of the Student Activity Fee, you must complete this form and turn it into one of the following locations:

- Pittsburg Campus: Cashier's Office, Admissions & Records, or Info Desk
- Brentwood Center: Front Desk
- Fax it to 925-427-1599

The deadline to submit this refund request is within the first 14 days of instruction for a full semester class. You must submit this form during the refund period listed for full-term classes, or before 10% of the class time for a short-term class. Refund dates can be found on My Class Schedule in WebAdvisor or on the college website. **No request for a refund of the Student Activity Fee will be accepted after the refund period has passed.**

Refunds will be issued monthly after the first two weeks of instruction each semester. If your student account has no outstanding (unpaid) fees, a refund check will be mailed to your address on file in the college Admissions Office. If you have a new address, please update your address in WebAdvisor. If you have outstanding (unpaid) fees, the refund will be applied as a credit to your student account.

***This form must be filled out completely and legibly, or the refund request will be denied.***

***I understand that if I do not pay this fee, I may not be able to attend LMCAS sponsored events, apply for LMCAS scholarships, use LMCAS funded programs such as the Textbooks on Reserve, or receive other benefits provided by LMCAS.***

***I am requesting a refund of the Student Activity Fee (\$5) for the current semester.***

\_\_\_\_\_  
Name

Student ID Number

\_\_\_\_\_  
Signature

Current Semester:

\_\_\_\_\_  
Date

Fall 20\_\_\_\_  Spring 20\_\_\_\_

### **Cashier's Office Use Only:**

Refund Processed      Initials \_\_\_\_\_ Date \_\_\_\_\_