



REQUEST FOR REFUND
DOWNEY ADULT SCHOOL

Date: \_\_\_\_\_

PLEASE PRINT:

Name: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Daytime Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
Class Name: \_\_\_\_\_ Teacher: \_\_\_\_\_
Amount Paid: \$ \_\_\_\_\_

For Student Initiated Refund Requests:

I understand that D.A.S. may issue a refund, less a \$50 (CTE) or \$10 (all other classes) processing fee, if the request is made prior to the third class meeting. There are no refunds on textbooks or uniforms. If approved, refunds will be received within 6 to 8 weeks of request.

Student's Initials

Reason for Refund: \_\_\_\_\_

\* Must have receipt attached \*

FOR OFFICE USE ONLY

Invoice No.: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_
Student ID: \_\_\_\_\_ By: \_\_\_\_\_
Start Date: \_\_\_\_\_ (Administrator)

Table with 2 columns: Department Entries, Initials. Rows include Book Fee, \$50/\$10 Processing Fee, Scheduled Hours, Teacher Notified, Financial Aid Notified, and Approved: Yes/No.

Amount Refunded:

Fee(s) Paid: \$ \_\_\_\_\_
Adjustment(s): \$ \_\_\_\_\_
Total Refund/(Due): \$ \_\_\_\_\_

Cr. Applied to Inv. # \_\_\_\_\_

Charge to account number: 11.0 06390.0 00000 00000 8671 628 \_\_\_\_\_
(Dept.)

Refund issued: [ ] To original Credit Card, [ ] Revolving check, [ ] Imprest check # \_\_\_\_\_
Accounting Dept. Verification \_\_\_\_\_ Date: \_\_\_\_\_
(Initials)

Entered in ASAP \_\_\_\_\_ Date: \_\_\_\_\_
(Initials)