

Business Services

College of the Siskiyous, 800 College Ave., Weed, CA 96094
Phone: (530) 938-5500 - Fax: (530) 938-5367 – Email: BusinessOffice@siskiyous.edu

Partial Refund Request

The student is expected to drop their classes within the Refund Deadline. If you do not show up or stop attending classes and fail to drop within the refund guidelines you are responsible for all your tuition and fees.

Community Education Courses (courses that start with X) are not refundable after the first day of class.

Last Name: _____ First Name: _____ MI: _____

Date of Birth: _____ Student ID#: S00 _____ or SSN: _____

COS Email: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Term: _____

1. Is this class still in this Academic Year (prior to June 30th of the current year)? Yes No
(If No, you are **not** eligible – **Do not** submit. If Yes, go to question #2)

2. Did **you** drop the class? Yes No
(If you never dropped the class, you are **not** eligible. If Yes, go to question #3)

3. When did you drop this class? _____

4. Please list course(s) in question:

CRN	Course	Units

Please use second page for explanation.

Please explain why you missed the refund deadline:

Student Signature: _____

Date: _____

For more information, please check the current COS catalog and Administrative Procedures 5030, 5070, and 5071. It is the responsibility of the student to officially withdraw from class to be eligible for a refund. You are entitled to a refund if you drop a full-term course by the Add / Drop / Refund deadline and it will be processed automatically. The Add / Drop / Refund deadline is listed on your schedule/bill in your portal. Short-term and Fast-track courses each have their own Add/ Drop/ Refund Deadlines. Check with the professor or on your schedule/bill located in your mySiskiyous account.

Office Use Only

Approved Denied

Process Date: _____

Initials: _____