Material Fee Refund Form

This form must be approved by your instructor and submitted to the Finance Office BEFORE the last day of the Semester of course enrolment.

1) Full refunds will be given before the first day of the semester.
2) After this date, no refund will be given without a completed Material Fee Refund Form.
3) No refunds will be given after the last day of the semester in which the material fee was charged.

Student Name: (print)

Student ID # Semester:

Course Name and Course Code and Course Drop Date

Student Signature and Date:

Instructor Name (Print)

☐ Student did not receive any material ☐ Student returned all issued material

Instructor signature Date:

Division Chair Print Name and Signature and Date: (for amounts over $100.00)

Material Fee Amount to be refunded: