

## 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.

Finance Office use only:

Date Received:

Signature:

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: