



REQUEST TO DROP FROM CLASS BEFORE CENSUS

College of Extended and Global Education

Name: _____ Coyote ID: _____
Last First

Mailing Address: _____

Best Contact Number: _____ Email Address: _____

Class No. _____ Subject (i.e. Psyc 100-01) _____

Course Title: _____ Term & Year: _____

Reason for Withdraw:

Credit Card and Cash Payments will typically be processed within five to seven business days. If payment was made by check and you provide us a copy of your cancelled check we will expedite your refund, otherwise please allow four to five weeks to process

Student Signature: _____ Date: _____

Census is last day for students to withdraw from classes without record and receive a 65% refund (at no time are 100% refunds issued)
No refunds issued in the summer

CEGE OFFICE STAFF ONLY Received by: _____ Date: _____ Drop date requested: _____
Payer: [] Self-Pay [] Third Party Payment Method: [] Credit Card [] PayPal [] Check [] Cash [] Flywire [] Wire [] FA
Total price of course(s):\$ _____ Total amount paid: \$ _____ Less admin fee: \$ _____
Total amount due: \$ _____ Total amount to be refunded: \$ _____
Refund Type: [] 100% [] 65% [] 50% [] 0% [] Other _____%
Notes:
SS Director Signature: _____ Date: _____ FS completed: _____ Date: _____

CREDIT CARD REFUND
Coyote ID: _____ Name: _____ Program: _____
Refund amount: \$ _____ Visa/MasterCard/AMEX: _____
Expiration date: _____ Security code: _____ Name on card: _____