

REQUEST FOR TUITION REFUND OR CREDIT
c/o BUSINESS OFFICE
Orange County Community College
115 South St., Middletown, NY 10940

Name	SS#	Semester Requested
Address		Phone Number

All requests must be in writing, no phone calls or in person requests will be accepted. You must provide documentation to substantiate your request. For details please refer to the OCCC College Catalog, Refund Policies.

No requests will be accepted unless the student has “officially” dropped the class in question. Drop slips are available in the Records & Registration Office.

LIST ALL COURSES YOU ARE REQUESTING A REFUND OR CREDIT FOR:

<u>Course#</u>	<u>Course Name</u>	<u># Credits</u>	<u>Non-credit</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON FOR REQUEST _____

Student Signature _____ Date _____

