



Refund Request

Enrollment Services Department
Phone: (951) 465-7887
e-Document Submission: <https://msjc.edu/hub/>

The Refund Request form is used for student enrollment fees. This form is not for students who drop courses prior to the refund deadline, as they will be refunded automatically.

1. Complete the Student Information portion.
2. Select and complete the refund item, total amount, statement and attach supportive documentation.
 - [Refund Policy | Mt. San Jacinto College \(msjc.edu\)](#)
3. Submit the fully signed and completed form online to the Enrollment Services Student e-Document submission HUB at: <https://msjc.edu/hub/>
4. After review by Enrollment Services, if approved, the student's record will be updated to reflect the changes. If denied, the student will be contacted.
5. Approved refunds will be processed by the Cashier. For further information about refund details, please call (951)801-6875.



Refund Request

- FALL 20__
- SPRING 20__
- SUMMER 20__

Enrollment Services Department

Phone: (951) 465-7887

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STUDENT INFORMATION

Name: _____ Student ID#: _____

Email: _____ Phone #: _____

REFUND REQUEST

I am requesting a refund for:

Enrollment Fees/Tuition: \$ _____

Course/Section Number: _____

Mandatory/Optional Fees: \$ _____

Other: \$ _____

Total Amount Requested: \$ _____

(Per Title 5, Education Code 72252 - \$10 processing fees may be applied)

Reason for Refund (Attach supportive documentation, if applicable):

Student Signature

Date

OFFICE USE ONLY

Approved Denied

Comments:

Reviewed by: _____