



CITY COLLEGE SAN FRANCISCO

TUITION AND FEES OFFICE

50 PHELAN AVENUE • SMITH HALL 118 • SAN FRANCISCO, CA 94112 • (415) 239-3522 • FAX (415) 239-3735

Credit Card Refund Request Form

Date: _____ **Semester:** _____

Name: _____ **ID. No.:** _____

Address: _____

Dear _____,

Our records indicate that you have paid your fees (Enrollment, Non-resident Tuition, etc.) with a VISA or MASTERCARD. In order to properly credit your account, you will need to bring in the charge card that was originally used to pay your fees, or the receipt from the VISA or MASTERCARD transaction (yellow slip).

If you are unable to come in, please complete the information below, and return this form authorizing City College of San Francisco to credit your VISA or MASTERCARD.

Note: City College of San Francisco charges a **\$10.00** refund processing fee per school term.

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
Credit Card Account Number: <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> </div>
Expiration Date: <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> </div>
<div style="display: flex; justify-content: space-around;"> M M Y Y </div>

Cardholder's Signature _____ Date: _____

Sincerely,
 Tuition and Fees