DVC
DIABLO VALLEY COLLEGE

STUDENT ACTIVITY FEE REFUND REQUEST

The Student Activity Fee is a voluntary fee that allows the Associated Students of Diablo Valley College (student government) to contribute funding to programs such as the textbook on reserve program, which allows students to check out course textbooks for use in the library. The fee also allows ASDVC to provide co-curricular programs for students, cultural activities, leadership opportunities and scholarships.

Refund Process and Deadline:

The Student Activity Fee is voluntary, however it will be charged each semester when you register for classes. (Note: All eligible BOGFW recipients remain responsible for the student activity fee unless they request a refund prior to the refund deadline.) In order to receive a refund of the Student Activity Fee, you must complete this form and turn it into the DVC Pleasant Hill Cashier's Office (in person or by mail). Please mail to:

Student Activity Fee Refund Request
DVC Cashier's Office
321 Golf Club Road
Pleasant Hill, CA 94523

The deadline to submit this refund request is within the first 14 days of instruction for a full semester class. You must submit this form during the refund period listed for full-term classes, or before 10% of the class time for a short-term class. Refund dates can be found on My Class Schedule in InSite/WebAdvisor or on the college website. **No request for a refund of the Student Activity Fee will be accepted after the refund period has passed.**

Refunds will be issued monthly after the first two weeks of instruction each semester. If your student account has no outstanding (unpaid) fees for the current semester, a refund check will be mailed to your address on file in the college Admissions and Records Office. If you have a new address, please update your address in InSite/WebAdvisor. If you have outstanding (unpaid) fees, the refund will be applied as a credit to your student account.

This form must be filled out completely and legibly, or the refund request will be denied.

I understand that if I do not pay this fee, I may not be able to attend A.S. sponsored events, apply for A.S. scholarships, use A.S. funded programs such as the Textbooks on Reserve, or receive other benefits provided by the Associated Students.

I request a refund of the Student Activity Fee ($5) for the current semester.

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Name (Please print clearly) Student ID Number

_____ _____

Signature Date

Cashier's Office Use Only:

Refund Processed Initials _____ Date _____