

**STUDENT ACTIVITY & STUDENT REPRESENTATION FEE  
WAIVER/REFUND REQUEST**

*The Student Activity Fee is a voluntary fee that allows the Associated Students of Diablo Valley College (student government) to provide co-curricular programs for students, cultural activities, leadership opportunities and scholarships.*

*The Student Representation Fee is a voluntary fee that allows the Associated Student of Diablo Valley College to provide support for governmental affairs representatives of local or statewide student body organizations.*

**Refund Process and Deadline:**

The Student Activity Fee and Student Representation Fee are voluntary; however, the fees will be assessed automatically each semester when you register for classes. (Note: All eligible BOGFW recipients remain responsible for the student activity fee unless they request a waiver or refund prior to the refund deadline.) In order to request a waiver of the optional fees prior to payment or to receive a refund of the Student Activity and/or Student Representation Fee after payment, 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 & Student Representation Fee Refund Request  
DVC Cashier's Office  
321 Golf Club Road  
Pleasant Hill, CA 94523

The deadline to submit this request is prior to the start of the semester or 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 waiver or 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 request a refund of the Student Representation Fee (\$2) for the current semester.***

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

\_\_\_\_\_

Name (Please print clearly)

Student ID Number

Signature

Date

**Cashier's Office Use Only:**

Refund Processed      Initials \_\_\_\_\_ Date \_\_\_\_\_