



FOR CREDIT/DEBIT CARD PAYMENT

Please note that a Transfer and Refund Student Request Form can also be submitted online through the student portal. For online requests, go to ucsc-extension.edu and select "Student Services." Otherwise, complete the attached form and fax or mail to:

UCSC EXTENSION IN SILICON VALLEY

2505 Augustine Drive, Suite 100, Santa Clara, CA 95054

Main Number: (408) 861-3860

Fax: (408) 342-0164

This form is for CREDIT/DEBIT CARD PAYMENTS ONLY.

PROGRAM SUPPORT FOR THE FOLLOWING DEPARTMENTS

- Applied and Natural Sciences
- Business and Management
- Education
- Engineering and Technologies

Call: (408) 861-3860, Monday–Friday, 8 am–5 pm

Write: UCSC Extension in Silicon Valley

Attention: Program Support

2505 Augustine Drive, Suite 100, Santa Clara, CA 95054

E-mail: program@ucsc-extension.edu



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TRANSFER AND REFUND POLICY

TRANSFERS: A \$25 processing fee will be assessed for a transaction involving a student-initiated transfer from one course to another. All transfer requests must be received *in writing* at least **seven** calendar days prior to the start of the class from which you are transferring. **If we do not receive the request in that time period, no transfer will be made.**

REFUNDS: A \$40 processing fee will be withheld for all refund transactions. All refund requests made by students must be received *in writing* at least **seven** calendar days before a class begins. **If we do not receive the request in that time period, no refund will be made.**

Only course tuition fees are refundable. Registration fees, certificate application fees and special requests are non-refundable.
All refunds are issued only via check.

All refunds granted by UCSC Extension in Silicon Valley due to cancellation or discontinuation will be made in full.

Transfer and Refund requests are honored only when submitted through the student portal ucsc-extension.edu, in person, by mail (2505 Augustine Drive, Suite 100, Santa Clara, CA 95054), or by fax at (408) 342-0164. Program Support for academic departments can be reached at (408) 861-3860, or program@ucsc-extension.edu.

Note: Some programs offered by UCSC Extension in Silicon Valley require more advance notice for transfers and refunds and a larger amount is forfeited when a refund is granted. In addition, special programs often require deposits. It is the responsibility of the student to comply with the financial obligations, deadlines and refund policies established and published for these programs.

Filling out this form is not an automatic approval of your request. When you are granted a refund or transfer, a receipt will be mailed to you.

STUDENT INFORMATION *(Please Print or Type)*

Name _____
Last First Middle

Address _____
Street City State Zip Code Apt/Bldg#

Daytime Phone () _____ Evening Phone () _____

E-mail Address _____

Social Security Number _____ Student ID _____
(voluntary, confidential)

REFUND \$40 withheld on all refund requests

Course Title _____

Course Number _____ Start Date _____ Fee _____

TRANSFER

From: Course Title _____

Course Number _____ Start Date _____ Fee _____

To: Course Title _____

Course Number _____ Start Date _____ Fee _____

Fee difference and/or **Transfer Service Fee** \$25 (+/-) \$ _____

Check one: Amount Owed Refund by check

Credit Card Number _____ Exp. ____/____/____ Cardholder Name _____

Authorizing Signature _____

REASON FOR REQUEST: _____

****STUDENT SIGNATURE** *(required)* _____ **TODAY'S DATE** ____/____/____

(by signing this form, you acknowledge that you've read and understood the information on both sides of this form)