

# Tuition Refund Form

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**Student must be eligible for a refund through Admissions and Records prior to completing form.**

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_ or Social Security # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Original Form of Payment

- ✓ Cash \_\_\_\_\_
- ✓ Check \_\_\_\_\_
- ✓ Payment Plan \_\_\_\_\_
- ✓ Credit Card \_\_\_\_\_
  - Card# xxxx - xxxx - xxxx - \_\_\_\_\_ last 4 digits

***NOTE: If this information does not match our records a refund will not be processed.***

**This form must be submitted to the Cashier's Office for processing.**

**You may submit by:**

Drop off: Cashier's Office

Mail: 18401 N. 32<sup>nd</sup> St., Phoenix, AZ 85032

Fax: 602-787-7355

Email: DL-PVC-Cashier@pvmail.maricopa.edu

Cashier's Office use only

Semester \_\_\_\_\_ Amount \$ \_\_\_\_\_ Verified \_\_\_\_\_

## **Tuition Refund Process**

To request a refund please complete the [Refund Request Form](#) and submit to the Cashier's Office. Student must be eligible for a refund prior to completing the form.

The method of refund is based on the original form of payment.

### **Cash Payment**

A refund will be issued through the Maricopa Student Refund Program (MSRP) for all cash payments within 30 days after the refund request is submitted to the Cashier's Office and only after the student has officially withdrawn from class. For more information on the Maricopa Student Refund Program (MSRP) please visit our website at [www.pvc.maricopa.edu/cashiers/](http://www.pvc.maricopa.edu/cashiers/).

### **Check Payment**

A refund will be issued through the Maricopa Student Refund Program (MSRP) for all check payments within 30 days after the refund request is submitted to the Cashier's Office and only after the student has officially withdrawn from class. Check payment refunds will only be processed after 2 weeks time has elapsed from the date the check was presented for payment or proof that the check has cleared the bank is provided. For more information on the Maricopa Student Refund Program (MSRP) please visit our website at [www.pvc.maricopa.edu/cashiers/](http://www.pvc.maricopa.edu/cashiers/).

### **Payment Plan**

A refund will be issued through the Maricopa Student Refund Program (MSRP) for all payment plan payments within 30 days after the refund request is submitted to the Cashier's Office and only after the student has officially withdrawn from class. For more information on the Maricopa Student Refund Program (MSRP) please visit our website at [www.pvc.maricopa.edu/cashiers/](http://www.pvc.maricopa.edu/cashiers/).

### **Credit Card Payment**

A refund will be issued within 30 days after the refund request is submitted to the Cashier's Office and only after the student has officially withdrawn from class. Credit Card refunds must be issued to the original credit card used to pay tuition and fees.