

Western Oklahoma State College
2801 North Main St.
Altus Oklahoma 73521
Distance Learning Department
Kid's College Request for Refund

To be completed by the Parent / Guardian of the Student withdrawing from class.

INSTRUCTIONS: Print clearly all of the information required to complete the form. Sign, date, and return the completed form to an official Kid's College representative.

\$10 Nonrefundable Processing Fee

Parent / Guardian's Name: _____

Student's Name: _____

Course Title(s): _____

Reason for Withdrawal: _____

Payee Information (make refund check payable to)

Name of Payee (must be individual who initially paid): _____

Social Security Number (SSN) of Payee: _____

Mailing Address: _____ Apt / Unit # _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Alt Phone _____

Email (Optional): _____

Refund Should Be Mailed, or Hold For Recipient Pickup? _____

(Unless otherwise noted, Refunds will be mailed to the address listed above)

I certify by signature my withdrawal of my child(ren) from the above listed course(s) and request a refund of registration fees paid as permitted by State Regulations and / or College Policy.

Payee Signature _____ Date of Request _____

Accepting Staff Signature _____ Date/Time _____

-For Office Use Only-

Request approved:

Refund due (100% - \$10) With Proof of Payment Attached less \$10 Processing Fee

Class cancelled (100%) With Proof of Payment Attached

Transfer to another course (List Course) _____

Other (List) _____

Disapproved:

Past deadline

Other Causes (List) _____

Signed: _____

Dean, Kid's College

Date: _____ Total Amount: _____

Refund Policy: If a class is cancelled, a complete refund will be issued, or payment may be transferred into another Kid's College class by request. A 100 percent refund of Kid's College registration fees less a \$10 processing fee is issued upon the request of the payee if the student officially withdraws in writing from a class prior to the first class meeting. Refund requests must be submitted to the college no later than the Thursday before the first class meeting.