

Tuition Refund Form

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. 32nd 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 form.

Check Refund

A check refund will be issued for all cash and check payments within 30 days after the refund is requested from the Cashier's Office and only after the student has officially withdrawn from class and if 2 weeks time has elapsed since the date the check was presented for payment or proof that the check has cleared the bank is provided. The check refund is then made payable to the student on record and mailed directly to the address on file.

Credit Card Refund

A credit card refund will be issued within 30 days after the refund is requested from the Cashier's Office and only after the student has officially withdrawn from class.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. If the original credit card has been cancelled, for any reason, a letter from the issuing bank must be provided as proof of the closed account.

Payment Plan Refund

A payment plan refund will be issued within 30 days after the refund is requested from the Cashier's Office and only after the student has officially withdrawn from class. Payment Plan refunds will be issued in the form of a check, made payable to the student on record and mailed directly to the address on file.