



Associated Student Body (ASB) REFUND Form

The money collected from the Student Activities fee supports the many student organizations/clubs on campus, as well as academic, cultural, and social events and activities offered by the Associated Student Government at SBVC.

To receive a refund of the fees, complete the following steps and return to Admissions and Records for review.

Students must submit the ASB refund form no later than the published fee payment deadline or within one week of registering for classes.

Section I – Student’s Personal Information			
Student Id Number	Name		
Email Address			
Address	City	State	Zip
I understand by requesting a refund, I will not be eligible to receive any goods/prizes during any social events and activities offered by the Associated Student Government.			
Student Signature		Date	

Section II – Acknowledgement from ASG (Signature from Student Life Representative)	
Signature	Date

Section III – A&R Use Only	
Date form received	Student Registration Date
Activities Fee Paid: ___ Yes ___ No	
Student Submitted refund Within One Week of Registration ___ Yes ___ No	
Student Eligible for refund: ___ Yes ___ No	

Section VI – Approved By A&R Director	
Signature	Date

NOTE: Refunds are processed by the district office, mailed to address on file and may take up to 10 weeks for processing