

## OCCS 退课/款申请 Class Withdraw/Refund Request

OCCS will refund tuition for class withdraws on or before the third week of each semester. There will be no refund after the third week. Late registration fee is not refundable.

家长姓名 Parent's Name: \_\_\_\_\_ Family ID #: \_\_\_\_\_

家庭地址 Home Address: \_\_\_\_\_

City: State: Zip Code: \_\_\_\_\_

电话 Phone #: \_\_\_\_\_ 电子邮件 Email: \_\_\_\_\_

退款方式 Refund Method (Circle One):     1) Pickup (Preferred Method) 2) QuickPay\*\* 3) Mail

\*\* QuickPay is an electronic payment method. It's easy and quick.

| Student's Name                                            | Class Withdraw | Reason         | Tuition Amount   |
|-----------------------------------------------------------|----------------|----------------|------------------|
|                                                           |                |                |                  |
|                                                           |                |                |                  |
|                                                           |                |                |                  |
| <b>Non-Refundable Registration / Processing Fee:</b>      |                |                | <b>- \$25.00</b> |
| <b>《中文》 Textbook Fee \$10 per Chinese Language Class:</b> |                |                |                  |
| <b>Refund Amount:</b>                                     |                |                |                  |
| 家长或学生签名 Parents or Student Signature: _____               |                | 日期 Date: _____ |                  |

| For OCCS Use Only                      |                                                               |            |
|----------------------------------------|---------------------------------------------------------------|------------|
| 学校注册部核实并批准签名: _____                    | 日期: _____                                                     | 退款额: _____ |
| Control Number **: _____               |                                                               |            |
| 学校会计<br><br>签名: _____<br><br>日期: _____ | 退款额: \$ _____<br><br>支票号码: _____<br><br>QuickPay Ref #: _____ |            |

\*\* Control Number is a sequential number for each refund.

Pickup Signature \_\_\_\_\_ [If Mail, by \_\_\_\_\_ ] Date \_\_\_\_\_