

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
Non-Refundable Registration / Processing Fee:			- \$25.00
《中文》 Textbook Fee \$10 per Chinese Language Class:			
Refund Amount:			
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 签名: _____ 日期: _____	退款额: \$ _____ 支票号码: _____ QuickPay Ref #: _____	

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

Pickup Signature _____ [If Mail, by _____] Date _____