



CCLA Tuition and Fee Refund Request Form

Name, Date, and Signature of the requester

Address of refund check to be sent to:

Name of Student and Registered Class

CCLA Tuition and Fee Refund Policy:

*Tuition and ASA fee can only be fully refunded if the class is cancelled or the student withdraws before the 2nd class.

*Tuition and ASA fee will be refunded 50% if the student withdraws between 2nd and 3rd class.

*No refund after 3rd class.

*No refund for registration fee and CCC membership fee.

List of all fees for refund:

1. _____ = \$ _____
 2. _____ = \$ _____
 3. _____ = \$ _____
 4. _____ = \$ _____
- Total \$ _____

I approve the request of refund.

Signature and printed name of CCLA Principal

Date