BURSAR'S OFFICE

50 FRIDA

Example: Credit Card Refund form

Refunds for Cash or Check Payments

- The completed requests are submitted to the Bursar office for review (form is reviewed for correct amount to be refunded, student name, ID, term and signature).
- Refunds are processed on a weekly basis, on Fridays.
- Checks are printed on Tuesdays and Thursday.
- Checks are picked up from the Business Office (DBO), then the checks are being reviewed and

AmeriCorps Refunds

Tuition & Fees:

- Student contacts Tuition and Fees and is referred to the Financial Aid Office

Financial Aid Office:

- Informs student to complete Request at the AmeriCorps Website
  https://my.americorps.gov/mp/login.do

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- When Notification of remittance is received and deposit is confirmed with the the Bank, Payment is posted to the student account Bursar s Office notifies FAO.
- FAO contacts student, informs of remittance and requests student to complete a Refund Form and emails it to bursar@ccsf.edu
- Bursar s Office processes refund at the next scheduled refund date.
- Refunds are processed weekly, on Fridays, if the schedule does not interfere with FAO Refunds.
- Checks are printed on Tuesdays and Thursday. Checks are picked up from the Business Office (DBO), then the checks are being reviewed and submitted to a supervisor for signature. Once signed the checks are prepare for mailing.