

LIFEUNIVERSITY

555 W. REDONDO BEACH BLVD.
GARDENA, CA 90248
(310) 756-0001
LIFEUNIVERSITYUS.ORG

STUDENT TUITION REFUND REQUEST

STUDENT INFORMATION

Student Name (Last, First): _____ Program: _____

Student ID: _____ Email Address: _____

Current Mailing Address: _____

Home Phone Number: (____) ____-____ Cell Phone Number: (____) ____-____

REFUND REQUEST & INFORMATION

Refund is for: Fall Winter Spring Summer Year: _____

Reason for Refund: Withdrawal Course Cancellation Other: _____

Original Form of Payment: Cash Check Payment Plan Credit Card (last 4 digits): _____

Note: If this information does not match our records, a refund will not be processed. This form must be submitted to the University Financial Office for processing. Please read our guidelines for our refund policy and refund process on the back of this page.

Student Signature: _____

Date: _____

OFFICE USE ONLY

Quarter: _____ Year: _____ Date: _____

Amount: \$ _____ Verified by: _____

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STUDENT TUITION REFUND PROCESS

To request a refund, complete the Tuition Refund Request Form and submit it to the Office of Administration. Student must be eligible for a refund prior to completing the form. The method of refund will be based on the original form of payment.

CASH PAYMENT

A refund will be issued for all cash payments within 45 days after the refund request is submitted to the Office of Administration and only after the student has officially withdrawn from class.

CHECK PAYMENT

A refund will be issued for all check payments within 45 days after the refund request is submitted to the Office of Administration and only after the student has officially withdrawn from class. Check payment will only be processed after 2 weeks' time has elapsed from the date the check was presented for payment or proof that the check has cleared the bank is provided.

CREDIT CARD PAYMENT

A refund will be issued for all check payments within 45 days after the refund request is submitted to the Office of Administration and only after the student has officially withdrawn from class. Credit card refunds must be issued to the original credit card used to pay tuition and fees.

REFUND POLICY

For notice of withdrawal or reduction in course load received on the first week* of the University Quarter classes, a refund of 100% of the applicable tuition will be granted. Registration fees are not refundable.

For notice of withdrawal or reduction in course load received after the first week* of the University Quarter classes, the institution shall also provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60% or less of the period of attendance. Registration fees are not refundable.

NO REFUND WILL BE GRANTED AFTER THE 6TH WEEK OF THE QUARTER.

* "Week" means Monday through Friday only.