

# PAC Non-Credit Refund Request Form

Year & Term

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**OFFICE USE ONLY:**  
 Received by: \_\_\_\_\_  
 Received on: \_\_\_/\_\_\_/\_\_\_  
 Received via: \_\_\_\_\_  
*This form is given to Drew.*

**Refund Policy:**

Students may register and request 100% refund up to the first week of the term. At which time the refund policy will follow the same rules as the For-Credit registration refund policy. Please see the registrars "Drop/Withdraw" refund policy for complete details. **Non-Credit refund requests must be made in 123 Langton Hall or this form can be emailed to [pac.fsf@oregonstate.edu](mailto:pac.fsf@oregonstate.edu)**

- 100% refund to the end of 1st week
- 50% refund to the end of the 3rd week
- No refund start of 4th week and on

Please fill out the following information:			For Office Use Only	
Class Name:	Days & Time	Amount Paid:	% Refundable:	Refund Amount:
			<input type="checkbox"/> 100% Refund <input type="checkbox"/> 50% Refund <input type="checkbox"/> No Refund	
			<input type="checkbox"/> 100% Refund <input type="checkbox"/> 50% Refund <input type="checkbox"/> No Refund	
<b>Reason for Request:</b>				

**Payment method:**

- Online Credit Card, (no additional information needed)
- In office payment, additional information below needed

OSU ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Type:  Work  Home  Cell

**Office Use Only:**  Complete & Recorded ( \_\_\_\_\_ )

Reviewed on: \_\_\_/\_\_\_/\_\_\_ by: \_\_\_\_\_  Cancelled in Ideal-Logic: \_\_\_\_\_  
 Touchnet Refund Submitted (Online Payment): \_\_\_\_\_ OR  Refund Sent to HSBC (Office Payments): \_\_\_\_\_  
 Refund Recorded (Ideal-Logic): \_\_\_\_\_  
 Student Emailed Confirmation from I-L: \_\_\_\_\_

**PAYMENT INFORMATION:**  
 Date: \_\_\_\_\_  
 Type: \_\_\_\_\_  
 Register #: \_\_\_\_\_  
 Z Report#: \_\_\_\_\_