



SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER

5146 Arnold Ave., Room 110A, McClellan, CA 95652

916-570-5000 (phone) 916-570-5023 (fax)

srcjtc@arc.losrios.edu (e-mail)

<http://www.arc.losrios.edu/~safety>(web site)

American River College

Los Rios Community College District



SRPSTC REFUND REQUEST

To receive a refund for a class fee that has been paid, please complete this form. Fax or mail your completed form to the Sacramento Regional Public Safety Training Center.

Attn: Nancy Hafer (916) 570-5022, Fax (916) 570-5023

NOTE: All refunds are checks processed by the Los Rios District Office and require 6 – 8 weeks for processing after receipt of the application. Checks will be mailed to address on file in the Admission & Records Office. Please check with Admission & Records to verify current address on file. <http://www.arc.losrios.edu/Admissions.htm>

Request date: _____

Name of Individual to receive refund: _____

Daytime phone number: _____ E-Mail address: _____

Payment was made by: Credit Card; Check (Ck# _____); Cash

Date charge appeared on your credit card or bank statement: _____

Amount charged to your credit card or bank account: \$_____

Reason for refund: _____

Signature of individual requesting refund: _____

STUDENT INFORMATION

Student's Name: _____

Los Rios Student ID Number: _____

Agency Name (if applicable): _____

Class Name and Dates: _____

*American River College
Los Rios Community College District*

Received Date: _____	Staff Initials: _____
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