



## 2020 High School Summer Learning Tuition Refund Request

### REFUND REQUEST DEADLINES

- ✓ For Semester 1 classes - Friday June 12
- ✓ For Semester 2 classes - Thursday July 2
- ✓ For a Tuition Discount Difference - Friday June 19

HOW TUITION WAS PAID	REFUND PROCESS
<b>THROUGH SCHOOL PAY ONLINE OR AT APS CITY CENTER</b>	Submit request by calling 1-888-886-9729. There is NO NEED to submit Refund Request Form.
<b>AT NUSENDA CREDIT UNION BRANCH OR AT APS CITY CENTER WITH DEBIT/CREDIT CARD, CASHIER'S CHECK OR MONEY ORDER</b>	Bring receipt to APS City Center and submit <b>Refund Request Form and W-9</b> . Please allow 4–6 weeks for check to be mailed to payor.

### IMPORTANT! PLEASE READ

- ✓ Medical Refund Request and Tuition Discount Request must include supporting documentation
- ✓ Cancelled Course Refunds must be applied for by REFUND REQUEST DEADLINES (above)
- ✓ No Refunds for student drop due to exceeding 8 hours absence
- ✓ COMPLETED Refund Request Forms only will be reviewed

Student APS ID # \_\_\_\_\_ Student Name \_\_\_\_\_

Requestor Name \_\_\_\_\_ Email or Phone \_\_\_\_\_

Requestor Mailing Address \_\_\_\_\_  
*This address must be the same address you have on W-9/back of this form*

Reason for Refund Request \_\_\_\_\_

Class (es) to drop \_\_\_\_\_

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

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<b>Summer School Use Only</b>	<b>Account #: 1100-1-417060</b>
Approved OK TO PAY _____	Date _____

REFUND DUE Noted Synergy \_\_\_\_\_ COURSE(S) DROPPED in Synergy \_\_\_\_\_

REFUNDED Noted Synergy \_\_\_\_\_ Reason Refund Denied \_\_\_\_\_