



**INDIANHILLS**  
COMMUNITY COLLEGE

*Life. Changing.*

## **IHCC CLASS REFUND FORM**

**This form is for retirees only. Full-time employees must use the form found on WIN.**

This form is to be filled out and turned in after the course has been successfully completed. Tuition must be paid before a refund can be generated. This benefit is limited to one course per term.

Please return your completed form to Amy.Hammack@indianhills.edu or drop off to the Continuing Education Office in the Advanced Technology Center, 626 Indian Hills Dr. inside the reception area.

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Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Social Security/Employee Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Start and End Dates: \_\_\_\_\_

Amount of Refund (Tuition Only): \_\_\_\_\_

Total if non-credit/Half if credit or retiree

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For office use only:

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office

\_\_\_\_\_  
Date