

Lion Card Refund Form

Refunds will be issued through a check made payable to the card holder after verification of separation from the College. The check will be mailed via the U.S. Postal Service within 30 days of receipt of a completed Lion Card Refund Form. The completed form should be sent to:

Community College of Philadelphia
Attn: Manager of Auxiliary Services, Room M1-3
1700 Spring Garden Street
Philadelphia, PA 19130

Questions should be directed to lioncard@ccp.edu

Terms and Conditions related to refunds can be found on the Lion Card link of the Auxiliary Services website on MyCCP. A \$10.00 processing fee will be deducted from the account balance prior to reimbursement. Accounts with balances below \$10.00 are not reimbursable.

Card holder reasons for refund request (please check one and provide date):

<input type="checkbox"/> I was a student and have graduated.	Date: _____
<input type="checkbox"/> I was a student but have withdrawn. I am not registered for any classes during the current or next term.	Date: _____
<input type="checkbox"/> I was an employee but resigned or retired.	Date: _____
<input type="checkbox"/> I was a student or employee but was dismissed by Community College of Philadelphia.	Date: _____

Print Name as it appears on the Lion Card: _____

College ID number as it appears on the Lion Card: _____

Card holder e-mail address: _____

Card holder phone number: _____

Mailing Address for refund:

Address Line 1 _____

Address Line 2 _____

City _____ State _____ Zip Code _____

Card holder signature: _____ Date: _____

For verification purposes, please provide:

Date of Birth __/__/__
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Last 4 digits of social security number _____