



Current Date

REFUND REQUEST FORM

701 West Belt Line RD. Building C-109
Richardson, Texas 75080.

To receive a refund, bring all documentation listed below to the **xPlore office**. You may also leave these in our drop box located on the north side of the buildings. xPlore will review your account, once all fully completed documents are received, and inform you by e-mail of the decision within 7-14 business days. If a refund is granted, processing the refund could take 6-8 weeks.

Refunds may only be requested within 30 days of withdrawal from xPlore.

Documentation needed:

***Student withdrawal form signed and received by the Site Coordinator on campus .**

***Proof of reason to request a refund (based on the reason indicated below).**

***Completed refund request form with signature (photos/e-mails are not accepted).**

Parent/legal guardian's name

Address: City State Zip

E-mail Best Contact Number

PLEASE SELECT ONE OF THE FOLLOWING AS THE REASON FOR THE REFUND REQUEST

Job loss- If termination of employment occurs for parent/legal guardian, or spouse of either, the item listed below must be provided: An official termination letter on company letterhead from employer of said individual within seven (7) days of termination's date.

Relocation: If relocating out of the district, please provide appropriate documentation such as electric bill or lease in legal guardian's name. Any document must be under the name of the student's legal guardian.

Medical related issues- If medical issues arise in the family affecting parent/legal guardian, spouse, or student the item below must be provided: Letter from the hospital-clinic stating date of diagnosis and name of the patient.

Legible Parent/ legal guardian signature: _____

OFFICIAL USE ONLY- PLEASE DO NOT WRITE IN THIS BOX

Student Name:	ID #:
Student Name:	ID #:
Student Name:	ID #:

Received in office by: _____

Date: _____

Refund approved by: _____

Date: _____

Refund processed by: _____

Date: _____

Amount of Refund: _____

Date: _____