

**INSTRUCTIONS**

Drops/Refunds are not automatic. You must complete and submit a drop/refund request using this electronic online form. If you are requesting for more than one class, please use a separate form for each.

Requests are recorded based on the date and time this electronic form is submitted and received by the Community Education Department. A notification e-mail will be sent to you once your request has been successfully submitted and received. You will be notified by a separate notification via e-mail of approval or denial of your request. Refund processing generally takes four (4) to six (6) weeks.

**CANCELLATION, DROP, AND REFUND POLICIES**

**CANCELED CLASS:** Classes canceled by College of Marin will be refunded in full. In the event of a cancellation, you will be notified via e-mail. Refunds will be processed automatically. You do not need to submit a refund request.

**DROP POLICY:** We will gladly process your request for a refund if it is received in our office by 5pm, three (3) business days prior to the starting date of the class. For instance, if a class starts on a Monday, the refund request must be received in the Community Ed office by the end of Wednesday of the prior week.

**We cannot accept requests for drops/refunds, regardless of the reason, if they are received less than three (3) business days prior to the class start date.** Community Education is a self-supporting program and is funded solely on course registration and student paid fees. Because the programs do not receive any State or Federal funding, all class enrollments after the three-day deadline are final. **No refunds will be granted after the three-day deadline.**

**PLEASE NOTE:**

- There will be absolutely no refunds for no-show attendance or for going to a wrong location.
- No refunds will be issued for missing a class meeting.
- Class enrollment is not transferable.
- Gold Card members may be eligible for a fee waiver based on your membership type.
- Visit our website at [www.MarinCommunityEd.com](http://www.MarinCommunityEd.com) for details.
- For general support, please email us at [support@marincommunityed.com](mailto:support@marincommunityed.com)

For class starting	Refund request must be received by:	
	Fall, winter, and spring quarters	Summer quarter (College of Marin is closed on Fridays during the summer.)
Saturday	Wednesday	Tuesday
Sunday	Wednesday	Tuesday
Monday	Wednesday	Tuesday
Tuesday	Thursday	Wednesday
Wednesday	Friday	Thursday
Thursday	Monday	Monday
Friday	Tuesday	Tuesday

**REFUNDS**

If a cancellation is granted, it will be subject to a \$10 service fee per class for each student-requested class change or cancellation. The remaining fees will be refunded based on the following instructions:

- Refunds will not be pro-rated.
- Credit card refunds will only be issued to the same credit card used during the initial transaction.
- Refund processing generally takes four (4) to six (6) weeks.
- Credit vouchers without the \$10 service fee deducted are available for certain courses within certain programs for a limited period, and are determined on a case by case basis.

**TO PROCEED, PLEASE CHECK THE BOX BELOW**

Yes, I have read, understand and agree to the above cancellation, drop, and refund policies.

**CONTACT INFORMATION**

Your name \_\_\_\_\_  
 Street address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

**CLASS DETAILS**

Class ID \_\_\_\_\_ Class title \_\_\_\_\_

Class fee (USD) \_\_\_\_\_ Method of payment \_\_\_\_\_

**Save \$10 service fee?**

Yes, I'd like to receive an electronic voucher without the \$10 service fee deducted.

Reason(s) for Dropping the Class:

- |  |   |
|--|---|
| <input type="checkbox"/> work responsibilities               | <input type="checkbox"/> family responsibilities    |
| <input type="checkbox"/> school/class conflicts              | <input type="checkbox"/> health issues              |
| <input type="checkbox"/> transportation problems             | <input type="checkbox"/> schedule wasn't convenient |
| <input type="checkbox"/> cost (fees, books, materials, etc.) |   |
| <input type="checkbox"/> Other _____                         |   |

**OPTIONAL INFORMATION**

Attach supporting Documentation such as doctor's notes, school/work schedules

Additional notes: