

Parking Permit Refund Request

Please print. Return to: Cashiering Services Office, College of Marin, 835 College Avenue, Kentfield, CA 94904.

The original parking permit must be returned when this form is submitted or refund will not be processed. A service fee of up to \$10 per semester will be deducted from all student-initiated refunds. Outstanding balances due the college will be deducted from student's refund. Check refunds are issued for all methods of payment.

PLEASE CHECK:

FALL SPRING SUMMER 20 ____

TODAY'S DATE: _____

MARIN STUDENT ID #

M _____

MAIL REFUND CHECK TO:

DAYTIME PHONE:

LAST NAME

FIRST NAME

M.I.

AREA CODE

MAILING ADDRESS (PO BOX OR NUMBER & STREET)

CITY

STATE

ZIP CODE

E-MAIL ADDRESS: _____

REASON FOR REQUESTING REFUND:

**DO NOT WRITE IN THIS BOX
CASHIERING SERVICES USE ONLY**

Original Fee _____

Service Fee _____

Total Refund _____

Cashiering Staff Initials _____

Date _____

Student Signature: _____

PLEASE SEE BELOW FOR IMPORTANT INFORMATION REGARDING REFUND POLICY.

Rev. 04/15

College of Marin Parking Permit Refund Policy

The College of Marin upon the request of the student will grant a parking permit refund under the following conditions:

- The College of Marin has canceled a course for which the student was enrolled and the student has no other enrollment for the term in credit, noncredit, community education or emeritus college courses.
- The student has dropped all courses on or before the last day to qualify for an enrollment/ tuition fee refund for full-semester classes.
- The student has dropped all courses by 10 percent of the number of days the classes meet for short-term classes, noncredit, community education or emeritus college classes.
- The student has returned the original Parking Permit.

A service fee of up to \$10 per semester will be deducted from all student initiated refunds. Outstanding balances due the college will be deducted from student's refund.

Please allow approximately eight weeks for refund processing.