

OFFICE USE ONLY

Entered by \_\_\_\_\_  
Date \_\_\_\_\_

**HOW TO REGISTER**

**FOR FASTEST SERVICE**

1. Online: [MarinCommunityEd.com](http://MarinCommunityEd.com)  
2. In person (locations and hours)  
Kentfield Campus  
Student Services Bldg, 2nd floor  
Mon 9-4; Tue, Wed, Thu 9-7; Fri 9-1  
  
Indian Valley Campus  
Building 27, East Hall  
Mon, Tue, Thu 9-4; Wed 9-6; Fri 9-1  
  
(Kentfield and IVC offices closed daily for lunch from 1 pm-2 pm.  
Visa and mastercard only.)

**MAIL**

Community Education Registration  
College of Marin, 835 College Avenue, Kentfield, CA 94904  
  
(Please allow at least eight (8) business days prior to the first class meeting.)

**PLEASE CHECK:**  New Student  Continuing Student  Fall 20\_\_  Winter 20\_\_  Spring 20\_\_  Summer 20\_\_

**Last Name:** [Grid of 30 boxes]

**First Name:** [Grid of 30 boxes] **MI** [Grid of 2 boxes]

**Email:**  
[Grid of 30 boxes]

**Mailing Address:**

**Number and Street:** [Grid of 30 boxes] **Apt:** [Grid of 3 boxes]

**City:** [Grid of 20 boxes] **State:** [Grid of 2 boxes] **Zip:** [Grid of 5 boxes] **Country:** \_\_\_\_\_

**Birth Date (required):**

MONTH DAY YEAR  
[Grid of 2 boxes] [Grid of 2 boxes] [Grid of 4 boxes]  
Example:  
1 2 2 8 2 0 0 7

**Daytime Phone:**

[Grid of 3 boxes] [Grid of 3 boxes] [Grid of 4 boxes] Ext. \_\_\_\_\_

**Gender (optional):**

Male  
 Female

**Enrollment:**

Class ID #	Days	Class Title	Fee	Authorization**

**Confirmation of Enrollment**

You will receive an email confirmation. You may also review your enrollment online at [www.MarinCommunityEd.com](http://www.MarinCommunityEd.com). Once you create your Learner account, you may access your account and view your enrollment at any time.

**Method of Payment**

Community Education only accepts checks for mail-in registration. Please submit a separate check payable to College of Marin for **EACH** requested course. To pay by credit card please contact our offices, or register online at [www.MarinCommunityEd.com](http://www.MarinCommunityEd.com).

**Refund Policy**

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

Drop/Refunds are not automatic; you must complete and submit a drop/refund request form. Forms can be found at [www.MarinCommunityEd.com](http://www.MarinCommunityEd.com), or by visiting our offices.

Requests are recorded based on the date the form is received by the Community Education Department. Refund processing may take up to 6 weeks.

We will gladly process your request for a refund if it is received in our office by 4pm, three (3) business days prior to the starting date of the class. *College of Marin offices are closed on Fridays during the summer.*

For Classes Starting on	Refund requests must be received by:	
	Fall/Winter/Spring Quarters	Summer Quarter
Saturday, Sunday, or Monday	Wednesday	Tuesday
Tuesday	Thursday	Wednesday
Wednesday	Friday	Thursday
Thursday	Monday	Monday
Friday	Tuesday	Tuesday

**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. *If a cancellation is granted, it will be subject to a \$10 service fee per class for each student-requested class change or cancellation.*

**Student's Signature:**

I declare that the foregoing statements of fact provided by me on this form are true and correct.  
I acknowledge I have read and accept the refund policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_