

Credit Request for Refund of Fees

Please print. Return to: Cashiering Services Office, College of Marin, 830 College Avenue, Kentfield, CA 94904.

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: _____

I have applied for a Financial Aid Fee Waiver I paid non-resident tuition.

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:

Student Signature: _____

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

Original Fee _____

Service Fee _____

Total Refund _____

Cashiering
Services Staff _____
Initials

Date _____

PLEASE SEE BELOW FOR IMPORTANT INFORMATION REGARDING REFUND POLICY.

Rev. 10/22

College of Marin Credit Refund Policy

Pursuant to State Law (Title 5- 58505) **students are responsible for all deferred fees** unless the student drops by the deadline.

- There are no "hardship" considerations in the law.
- Refunds are not automatic. To receive a refund for courses dropped, students must submit this Request for Refund of Fees form to Cashiering Services Office.
- Please allow approximately 4 weeks for refund processing.
- A student who adds and drops a class AFTER the refund deadline will be held responsible for the fees for both classes.

Full-term Classes: Refunds will be granted if the student dropped all courses on or before the last day to qualify for an enrollment tuition fee refund.

Short-term and Summer Session Classes: Refunds for short-terms classes will be granted if the class is dropped before completion of 10% of the course. Short-term refund deadline dates are available in the Cashiering Services Office.

Service Fee: A \$10.00 per semester Service Fee and any outstanding balance due the College will be deducted from all refunds. No Service Fee is charged if the class is canceled by the College. The Service Fee also applies to students with deferred fees who drop classes.

Closed or Canceled Classes: Refunds are not automatically issued for closed or canceled classes. Students must complete the Credit Request for Refund of Fees form in order to receive a refund. Please allow approximately 4 weeks for refund processing.