

# Parking Permit Refund Request

**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: \_\_\_\_\_

**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. 10/22

## 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:

- 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 or noncredit 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 or noncredit College classes.
- Once the refund is issued, the permit is no longer valid.

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 four weeks for refund processing.