

# Credit Request for Refund of Fees

**Please print. Return to:** Cashiering Services Office, College of Marin, 835 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.  
\_\_\_\_\_  
MAILING ADDRESS (PO BOX OR NUMBER & STREET)                      CITY                                      STATE                                      ZIP CODE

\_\_\_\_\_  
AREA CODE  
\_\_\_\_\_  
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 \_\_\_\_\_

## 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.
- Please allow approximately 8 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 of Enrollment and Health Fees will be granted for full-semester classes dropped through Friday of the second week of the term.

**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.

**Material Fees:** Provided that no materials have been used, refund of Material fees will be granted through Friday of the second week of classes, or for short-term classes, before completion of 10% of the course.

**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 8 weeks for refund processing.

**Non-Resident Tuition:** The College cannot give refunds after the second week of instruction. Refunds for short-term classes will be prorated accordingly (See schedule of classes for additional information).