

**INSTRUCTIONS**

Drops/Refunds are not automatic. You must complete and submit a drop/refund request using this form. If you are requesting a drop/refund for more than one class, please use a separate form for each class.

Requests are recorded based on the date and time this form is received by the Community Education Department. You will be notified via email of the approval or denial of your request. Refund processing may take four to six weeks.

**CANCELLATION, DROP, AND REFUND POLICIES**

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

**DROP POLICY:** We will gladly process your request for a refund if it is received in our office by 4 pm, three business days prior to the starting date of the class. For instance, if a class starts on a Monday, the refund request must be received in the Community Education office by the end of Wednesday of the prior week.

**We cannot accept requests for drops/refunds, regardless of the reason, if they are received fewer than three business days prior to the class start date.** Community Education is a self-supporting program and is funded by course registration fees. **No refunds will be granted after the three-day deadline.**

**PLEASE NOTE:**

- No refunds for missing one or more classes or going to the wrong location.
- Class enrollment is not transferable.
- Visit our website at [www.MarinCommunityEd.com](http://www.MarinCommunityEd.com) for details.
- For general support, please email us at [support@marincommunityed.com](mailto:support@marincommunityed.com)

For class starting	Refund request must be received by the prior:	
	Fall, winter, and spring quarters	Summer quarter (College of Marin is closed on Fridays during the summer.)
Saturday	Wednesday	Tuesday
Sunday	Wednesday	Tuesday
Monday	Wednesday	Tuesday
Tuesday	Thursday	Wednesday
Wednesday	Friday	Thursday
Thursday	Monday	Monday
Friday	Tuesday	Tuesday

If a refund is granted, students may save a \$10 service fee by electing to receive a refund in the form of an electronic voucher. Once a voucher is issued, it will not be converted to a refund for any reason. If a refund using the original form of payment is selected, it will be subject to a \$10 service fee per class. The remaining fees will be refunded based on the following:

- Refunds will not be pro-rated.
- Credit card refunds will only be issued to the same credit card used during the initial transaction.
- Refund processing may take four to six weeks.

**CONTACT INFORMATION**

Your name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**CLASS DETAILS**

Class ID \_\_\_\_\_ Class title \_\_\_\_\_

Class fee (USD) \_\_\_\_\_

**Save \$10 service fee?**

- Yes, I'd like to receive an electronic voucher without the \$10 service fee deducted.

Reason(s) for Dropping the Class:

- |  |   |
|--|---|
| <input type="checkbox"/> work responsibilities               | <input type="checkbox"/> family responsibilities    |
| <input type="checkbox"/> school/class conflicts              | <input type="checkbox"/> health issues              |
| <input type="checkbox"/> transportation problems             | <input type="checkbox"/> schedule wasn't convenient |
| <input type="checkbox"/> cost (fees, books, materials, etc.) |   |
| <input type="checkbox"/> Other _____                         |   |