

PLEASE PRINT.

RETURN TO: info@marincommunityed.com

The Community Education Petition will only be considered for unusual circumstances beyond the control of the student that prevented the submission of the Community Education Drop/Refund Request by the established deadline dates.

LAST NAME FIRST NAME MIDDLE INITIAL

MAILING ADDRESS

CITY STATE ZIP CODE

DAY PHONE

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AREA CODE

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TELEPHONE NUMBER

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EMAIL ADDRESS

Please check term in which class is offered:

Winter 20__ Spring 20__ Summer 20__ Fall1 20__ Fall2 20__

Date of first class meeting: _____

COURSE REFERENCE NO.	COURSE NAME	FEE

I have read the refund policy on the back of this form.

For reasons below, I hereby petition:

OFFICE USE ONLY.

Community Education Recommendation:

Director's Signature: _____ Date: _____

APPROVED PENDING DENIED REASON FOR DENIAL:

COMMUNITY EDUCATION REFUND POLICY

Requests for refunds for classes not canceled by the College will be granted if received by Community Education in writing at least three business days prior to the start of the class. Requests should be made on the Community Education Drop/Refund request form. The College will retain a \$10 processing fee on each dropped class, unless the option for refund by electronic voucher is selected. Refunds will be given in the original form of payment and may take four to six weeks to process. College of Marin is a public non-profit college. The fees students pay cover the cost of instruction. Therefore, no refund will be granted after the three-day deadline.

Please note, **no refunds will be granted after the three-day deadline or for any of the following reasons:**

- Missing one or more classes
- Going to the wrong location
- Disliking the class
- Student schedule changed
- Student transportation or technology issues