COLLEGE OF MARIN

Credit Request for Refund of Fees

Please print. Return to: Admissions & Records 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 ❑ WINTER ❑ 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:

LAST NAME FIRST NAME M.I.

DAYTIME PHONE:

AREA CODE

MAILING ADDRESS (PO BOX OR NUMBER & STREET) CITY STATE ZIP CODE

E-MAIL ADDRESS: _____

REASON FOR REQUESTING REFUND:

❑ Please apply my refund as a voluntary contribution to the College of Marin Foundation to support instructional programs.

Student Signature: _____

DO NOT WRITE IN THIS BOX
ADMISSIONS AND RECORDS USE ONLY

Original Fee _____

Service Fee _____

Total Refund _____

A/R 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 files a Drop Card and Refund Request Form by the deadline.

DEADLINE

- Refund Request Forms must be filed in the Office of Admissions and Records not later than Friday of the second week of classes or before completion of 10% of the class.
- 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 Office of Admissions and Records.

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: Refund Request Forms must be received in the Office of Admissions and Records not later than Friday of the second week after the course has been canceled. 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).