



Refund & Cancellation Form

For non-credit Continuing Education classes only.

Date: _____

Time: _____

I request a Refund of fees paid. Cancel the following class:

- I authorize SBCC-Continuing Education to apply Refund as an Electronic Voucher to my Student Record.
- I authorize SBCC-Continuing Education to credit my Credit Card [ONLY on a credit card transaction].
- I authorize SBCC-Continuing Education to send my refund in the form of a check [ONLY on cash/check transaction].

Class Name: _____

Class Number: _____ Section #: _____ Date Class Started: _____

Instructor Name: _____ Day & Time of Class: _____

Enrollment Fee: \$ _____, Materials Fee: \$ _____ **Total Fee \$ _____**

Student Signature _____ Phone: _____

Print Student Name: _____

Address: _____

City: _____ State _____ Zip _____

STAFF ONLY: _____ Date _____, _____ Date _____
Received by Staff -Name Processed & Approved by Staff Signature

REFUNDS are not automatic. To request a refund, students must complete a "Refund & Cancellation Form," sign, and submit it to the main office at either the Schott or Wake Center.

A \$10.00 per class processing charge will be deducted from tuition fee refunds. (This charge does not apply to material fees or classes cancelled by the college.)

TUITION FEE REFUNDS (OR ELECTRONIC VOUCHER)

Students may request a tuition fee refund (or electronic credit voucher) before the first class meeting but no later than the second class meeting.

MATERIAL FEE REFUNDS (OR ELECTRONIC VOUCHER)

Students may request a materials fee refund before the first class meeting but no later than the second class meeting. A \$10.00 processing fee will not be charged for materials fee refunds.

REFUNDS FOR THE FOLLOWING CLASSES ARE ONLY AVAILABLE BEFORE THE FIRST CLASS MEETING:

Food and/or cooking classes, one-day and two day workshops, day trips, performance and theatre tickets. No partial refunds or electronic vouchers are available after the first class meeting.

Petitions for exceptions of the above procedure may be submitted to the Vice President, Continuing Education, at the Schott Center office. Decisions on exception requests will be made by a committee. PLEASE ALLOW 4 TO 6 WEEKS FOR PROCESSING OF ALL APPROVED REFUND REQUESTS.

BOOK REFUNDS: Refunds are available within one week of the purchase date for books purchased through the Schott and Wake Center bookstores. The receipt must be presented, and the book must be in new condition (i.e., without marks, bent corners or writing in it). Books purchased for one-day and two-day workshops and events are not returnable.

NO REFUNDS ARE AVAILABLE at any time for the following services: CEU certificates and fees; GED testing; test scoring; special events; reading fees; and meals.