



ADULT & COMMUNITY EDUCATION REQUEST FOR REFUND AND SUMMER SCHOOL REQUEST FOR REFUND



Adult & Community Education Request for Refund

Summer School Request for Refund

- 1. Refunds must be received at least two business days prior to the class start date.
2. A \$15 withdrawal fee is assessed for each refund requested unless the course is full or canceled due to insufficient enrollment.
3. Please mail the completed form to: Adult and Community Education, Dept. F 6815 Edsall Road Springfield, VA 22151 Fax to: 703-658-2748
4. Please allow several weeks for processing.
5. Questions? Please call 703-658-2741.

- 1. Refund requests for general and special education courses must be received by COB (5 pm) on July 8, 2010.
2. A \$40 withdrawal fee is assessed on all refund requests regardless of the percentage of tuition paid. No withdrawal fee is assessed when a course is full or canceled due to insufficient enrollment.
3. Mail the completed form to: Summer School Finance Office Adult and Community Education 6815 Edsall Road, Springfield, VA 22151 Fax to: 703-658-2748
4. Please allow several weeks for processing.
5. Questions? Please call 703-658-2731.

ACE Participant ID Number or FCPS Student ID

Participant First Name Middle Initial Last Name
Address Apt.
City State Zip Code
Home Phone Work Phone

Table with 7 columns: Course Number/Code\*, Section Number, Start Date, Tuition Fee, Text Fee, Other Fee, Total Fee\*

\*Required

Reason for refund request:

Signature Date

Print Name

Office Use
Text Returned: Yes No Center Initials
Approved by: Date: