



**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 start date of the course.
2. Please allow several weeks for processing.
3. A \$15 processing fee is assessed for each refund requested unless the course is full or canceled due to insufficient enrollment.
4. Please mail the completed form to:  
Adult and Community Education, Dept. F  
6815 Edsall Road  
Springfield, VA 22151  
Fax to: 703-658-2748

1. Refund requests for general, enrichment, and special education courses must be received at least two business days prior to the start date of the course. There is no tuition refund available for the TJHSST Admissions Test Preparation Summer Seminar.
2. Please allow several weeks for processing.
3. A \$15 processing fee is assessed on all refund requests regardless of the percentage of tuition paid. No processing fee is assessed when a course is full or canceled due to insufficient enrollment or budget reductions.
4. Mail the completed form to:  
Summer School Finance Office  
Adult and Community Education (ACE)  
6815 Edsall Road, Springfield, VA 22151  
Fax to: 703-658-2748

\_\_\_\_\_  
ACE Participant ID Number or FCPS Student ID

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

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: \_\_\_\_\_