

**Traditional Classes Refund Policy**

1. Refunds must be received by 5:00 pm 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.

**Online Classes Refund Policy**

For classes taken online that start on a certain date, your written refund request must be received two business days prior to the class start date. For classes that start anytime, written refunds request must be received within 15 days of the enrollment date. However, refunds are not given once an individual has started the class.

\_\_\_\_\_  
 ACE Participant ID Number (if known) or FCPS Student ID

\_\_\_\_\_  
 Participant 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

<b>Office Use</b>	
Text Returned: Yes _____ No _____ Center Initials _____	
Approved by: _____	Date: _____