

Regional Summer School Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

REFUND REQUEST FORM

Refund Policy:

- Full refunds will be made if a class is cancelled due to insufficient enrollment.
- Upon request, full refunds will be made to students who never attended a class.
- Partial refunds will be made to students who attend class for the first week or less. Exceptions will be made for students who attend class less than one week and must withdraw because of hospitalization or home confinement for personal illness.
- No refunds will be made to students that attend class for more than the first week.
- No refunds will be made if a student is withdrawn from summer school due to excessive absences.
- No refunds will be made if a student is suspended or expelled from summer school.
- Refund deadlines are the following:
 - **High School Session 1: June 30, 2017**
 - **High School Session 2: July 24, 2017**

Note: Refunds May Take Up to 8 Weeks, and will be processed in the form of checks (including tuition payments that were originally paid with credit cards).

Please complete form, and mail or fax to: Regional Summer School Office
850 Hungerford Drive, Room 170
Rockville, MD 20850
Fax # 301-279-3747

Date: _____

MCPS Student ID #: _____ Student's Name: _____
Last *First* *MI*

Course (s) #: _____ Course(s) Name: _____

Original Method of Payment: Check \$ _____ Cash or Money Order \$ _____ Credit Card \$ _____

Name of Parent or Guardian: _____
Last *First* *MI*

Home Address: _____
House # *Street* *Apt.*

City *State* *Zip Code*

Telephone Number: (H) _____ (W) _____ (C) _____

E-mail Address: _____

Reason for Request: _____

For Summer School Office Use Only:

Date Refund Processed: _____ Amount of Refund: \$ _____