



Refund Request Form

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

MCPS Form 325-7
February 2018

REFUND POLICY

- Full refunds will be made if a class is cancelled due to insufficient enrollment.
- Full or partial refunds may be made for students who attend class for the first 5 days of a session or less. A parent/guardian must request the refund prior to the refund deadline.
- Full or partial refunds may be made for students who must withdraw due to hospitalization or a documented personal illness. A parent/guardian must request the refund prior to the refund deadline.
- No refunds will be made if a student is withdrawn from summer school due to excessive absences.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 29, 2018**
 - **High School Session 2: July 23, 2018**

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

STUDENT INFORMATION

MCPS Student ID#: _____ Student Name: _____

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

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

Name of Parent/Guardian: Last _____ First _____ MI _____

Home Address: House # _____ Street _____ Apt _____

City _____ State _____ Zip Code _____

Telephone Numbers: Home _____ - _____ - _____ Work _____ - _____ - _____ Cell _____ - _____ - _____

E-mail Address: _____

Reason for Request: _____

Parent/Guardian Signature: _____ Date ____/____/____

For Summer School Office Use Only:

Date Refund Processed ____/____/____ Amount of Refund \$ _____