

MIDLAND COLLEGE CONTINUING EDUCATION REQUEST FOR REFUND

Date Prepared _____ Prepared By _____

Check Payable to: _____

Mail Refund to: _____

City _____ State _____ Zip _____

Student's Name _____ ID/Social Security No. _____

Course Name _____

Receipt # _____ Refund Amt. \$ _____ Course # _____

Course Name _____

Receipt # _____ Refund Amt. \$ _____ Course # _____

Course Name _____

Receipt # _____ Refund Amt. \$ _____ Course # _____

Reason For Withdrawal _____

Student Signature _____ Date _____

Approved _____ Date _____
Continuing Education

FAX # 432-699-8094

REFUND POLICY

We are pleased to refund 100% less a \$10 processing fee if the request is made by noon two business days before the first class day, 80% less a \$10 processing fee if dropped before the second scheduled class meeting (for classes meeting 3 or more times). No refund is granted following the second class meeting. Students will not receive a refund for a one-day course if they drop on the day of the class. It is the students' responsibility to cancel their registration. If a course is cancelled, a 100% refund will be processed. Refunds take up to 30 days to process. No cash refunds will be issued.

For questions call: The Workforce Continuing Education Department at 432-697-5863.
We are located at the Advanced Technology Center, 3200 W. Cuthbert, Midland, TX 79701