

Request for Reimbursement

- **Name:**
- **Email:**
- **Phone:**

Course Details:

- **Course Name:**
- **Date of Course:**
- **Total Course Fee: \$**

Reason for Reimbursement: [Brief explanation of why the reimbursement is requested.]

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Payment Method: [Credit Card, Check, Money Order, etc.]

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Email completed forms to annex-office@ctemc.org or drop off in person at the Neptune Annex.

Declaration: I, declare that the expenses listed above were incurred for the specified course, and I am eligible for reimbursement according to MCVSD policies.

Date: _____ **Customer's Signature:** _____

About Refunds:

- Refunds are issued within four to six weeks.
- If you paid by credit card, the refund will be issued to the credit card you paid with, less credit card fees.
- All other methods of payment will be refunded by check and mailed to the address on file.

Non-Refundable Fees:

- Some fees associated with the course are non-refundable. Please refer to the course terms and conditions for details.

Part-Time Adult Education Courses:

- Full tuition refund available up to 5 days prior to the first class.
- \$25 processing fee for refunds requested within 4 days of the first class.
- No refunds after the second night of class.
- Students must notify the Adult Education Office at 732.431.7245 to initiate the refund process.
- Check refunds will take 4-6 weeks to process.
- Cancelled classes due to inclement weather will be rescheduled.
- Application Fee and Registration Fee for adult certificate programs are nonrefundable regardless of the cause for separation.
- Courses totaling 101 hours and up follow a specific refund procedure:
 - Withdrawal after the first week but before meeting 25% of the course hour requirements will result in a (1/2) half refund, less non-refundable deposit and a \$25 processing fee.
 - Withdrawal after the 25% course hour requirement will forfeit the tuition. Processing fees will not be refunded.

Course Cancellation:

- Courses may be cancelled by MCVSD if the number of students registered is too low.
- Students will receive a full refund including processing and convenience fees.

- **STOP HERE: This is to be completed by MCVSD**
- Tuition Amount To Be Refunded to Customer _____
- Processing and Convenience Fees: _____ Refund To Customer
- Processing and Convenience Fees: _____ Non-Refundable
- Total amount to be Refunded to Customer: _____
- Director's Name: _____
- Signature: _____ Date: _____