

INSTRUCTIONS

Drops/Refunds are not automatic. You must complete and submit a drop/refund request using this form. If you are requesting a drop/refund for more than one class, please use a separate form for each class.

Requests are recorded based on the date and time this form is received by the Community Education Department. You will be notified via email of the approval or denial of your request. Refund processing may take four to six weeks.

CANCELLATION, DROP, AND REFUND POLICIES

CANCELED CLASS: Classes canceled by Las Positas College will be refunded in full. In the event of a cancellation, you will be notified via e-mail. Refunds will be processed automatically. You do not need to submit a refund request.

DROP POLICY: We will gladly process your request for a refund if it is received in our office by 4 pm, five business days prior to the starting date of the class. For instance, if a class starts on a Monday, the refund request must be received in the Community Education office by 4:00 pm Wednesday of the prior week.

We cannot accept requests for drops/refunds, regardless of the reason, if they are received fewer than five business days prior to the class start date. Community Education is a self-supporting program and is funded by course registration fees. **No refunds will be granted after the five-day deadline.**

PLEASE NOTE:

- No refunds for missing one or more classes or going to the wrong location.
- Class enrollment is not transferable.
- Visit our website at <https://laspositas.augusoft.net/> for details.
- For general support, please email us at commed@laspositascollege.edu

For class starting	Refund request must be received by the prior:	
	Fall, Spring semesters by 4:00 pm	Summer semester by 4:00 pm (Las Positas College is closed on Fridays during the summer.)
Saturday	Wednesday	Tuesday
Sunday	Wednesday	Tuesday
Monday	Wednesday	Tuesday
Tuesday	Thursday	Wednesday
Wednesday	Friday	Thursday
Thursday	Monday	Monday
Friday	Tuesday	Tuesday

If you register less than 5 days prior to the class start, you are not eligible for a refund of any kind.

If a refund is granted, students may save a \$10 service fee per class by electing to receive a refund in the form of an electronic voucher. Once a voucher is issued, it will not be converted to a refund for any reason. The voucher is good for any upcoming Community Education classes and does not expire. If a voucher is not selected, after the \$10 per class charge is assessed, the remaining fees will be refunded based on the following:

- Refunds will not be pro-rated.
- Credit card refunds will only be issued to the same credit card used during the initial transaction.
- Refund processing may take four to six weeks.
- Send this completed form to: commed@laspositascollege.edu for processing by the required time and date.

CONTACT INFORMATION

Your name _____

Street address _____

City _____ State _____ Zip _____

Phone _____ Email _____

CLASS DETAILS

Class ID _____ Class title _____

Class fee (USD) _____

Save \$10 service fee?

- Yes, I'd like to receive an electronic voucher without the \$10 service fee deducted for each class.

Reason(s) for Dropping the Class:

- | | |
|--|---|
| <input type="checkbox"/> work responsibilities | <input type="checkbox"/> family responsibilities |
| <input type="checkbox"/> school/class conflicts | <input type="checkbox"/> health issues |
| <input type="checkbox"/> transportation problems | <input type="checkbox"/> schedule wasn't convenient |
| <input type="checkbox"/> cost (fees, books, materials, etc.) | |
| <input type="checkbox"/> Other _____ | |