

MONTGOMERY COUNTY PUBLIC SCHOOLS**Refund Request Form
for Regional Summer School Courses**Office of Finance
MONTGOMERY COUNTY PUBLIC SCHOOLS**REFUND POLICY**

- Full refunds will be made if a class is canceled due to insufficient enrollment.
- Full or partial refunds may be made for students who must withdraw due to hospitalization or a documented personal illness.
- No refunds will be made if a student is withdrawn from summer school due to excessive absences.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.
- The deadline to request a refund is July 9, 2020.

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 email to: Montgomery County Public Schools
School and Financial Operations Team
850 Hungerford Drive, Room 170
Rockville, MD 20850
SFOT@mcpsmd.org

STUDENT INFORMATION

MCPS Student ID#: _____

Student Name (Last, First, Middle): _____

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 \$ _____