

REFUND REQUEST FORM

PLEASE READ CAREFULLY

1. Refunds can only be granted for students with a credit balance.
2. Refunds are subject to a \$25 processing fee.
3. Complete the form accurately and fully. Incomplete information will delay the refund request.
4. Credits from a third-party will be refunded to the source.
5. List cancelled classes in the "Explanation" section below. Classes (including those cancelled) require an official withdrawal before a refund can be considered.
6. Refunds for cancelled courses will be made only after payments made by check clear the bank (minimum of 2 weeks).
7. In most cases valid refunds are processed in 4-6 weeks.
8. Please email the completed signed form to the Finance Department to mary.a.mcdonald@kp.org

PLEASE PRINT THE FOLLOWING INFORMATION:

NAME _____ STUDENT ID _____

MAILING ADDRESS _____

CITY/ST/ZIP _____

STUDENT E-MAIL _____ @ _____ PHONE (____) _____ - _____

COURSE _____ ENROLLMENT PERIOD _____

Refunds will be issued based on the original method of payment, e.g. check or PayPal. Refund checks will be mailed to your address on file.

Please indicate the reason for your refund request:

_____ **OVERPAYMENT:** Private loans, outside scholarship, out of pocket, duplicate payment, etc. We must confirm all check payments have cleared prior to issuing refunds.

_____ **CANCELLED CLASS:** If you cancel a class you are not necessarily entitled to a refund. Refunds are granted only for classes cancelled by the published deadlines.

_____ **WITHDRAWAL FROM THE SCHOOL:** Withdrawal is effective only when official forms are filed with the Admissions and Records Office. Failure to attend classes DOES NOT CONSTITUTE A WITHDRAWAL. It is your responsibility to complete the transaction of a withdrawal.

Explanation: _____

Signature _____

DATE _____