



**GEORGETOWN UNIVERSITY**  
**School of Continuing Studies**  
*Center for Continuing and Professional Education*

To: CCPE Student Accounts Manager  
 Fax: 202-784-7231  
 Date: \_\_\_\_\_

**Re: Withdrawal/Refund Request**

Student Full Name: \_\_\_\_\_  
 Net ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Term:  Fall  Spring  Summer Year: \_\_\_\_\_  
 Email: \_\_\_\_\_

FOR OFFICE USE ONLY  
 Third Party paid full tuition \$ \_\_\_\_\_  
 Third Party and Student split tuition  
     o Student \$ \_\_\_\_\_  
     o Third Party \$ \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Withdrawal Completed: \_\_\_\_\_  
 Withdrawal Processed by: \_\_\_\_\_  
 Refund Amount: \_\_\_\_\_  
 Refund Processed on: \_\_\_\_\_  
 Refund Processed by: \_\_\_\_\_  
 Notes: \_\_\_\_\_

**Part A. Course Information**

Course Number	Course Name	Start Date	End Date	Course Tuition
Total Refund Requested				

**Part B. Refund Method**

Refunds must be returned to the same credit card(s) used to make the original payment.  
 Please complete at least one section below. If the course was paid by check or more than two credit cards please contact CCPE Student Accounts at (202) 687-7696.

**Personal Credit Card:**

I \_\_\_\_\_ (Student Name) authorize Georgetown University Center for Continuing and Professional Education to remit a refund of \$ \_\_\_\_\_ for the course(s) above. The credit card used to make my original payment is below:

Card Type (circle):    Visa    MasterCard    American Express

\_\_\_\_\_ Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ Name on Card \_\_\_\_\_ Student/Card Holder's Signature \_\_\_\_\_

**Third Party Credit Card / 2<sup>nd</sup> Personal Credit Card:**

I \_\_\_\_\_ (Third Party Payer Name) authorize Georgetown University Center for Continuing and Professional Education to remit a refund of \$ \_\_\_\_\_ for the course(s) above. The credit card used to make my original payment is below:

Card Type (circle):    Visa    MasterCard    American Express

\_\_\_\_\_ Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ Name on Card \_\_\_\_\_ Card Holder's Signature \_\_\_\_\_



## Instructions

- You must complete the appropriate Refund/Withdrawal Form to withdraw from a course and receive a refund from the Georgetown University, Center for Continuing and Professional Education (CCPE).
  - Use the tables below to calculate your refund amount.
  - Return the completed form:
    - By fax to (202) 784-7231
    - In person at / By mail to:  
 CCPE Student Accounts  
 640 Massachusetts Avenue, NW  
 Washington, D.C. 20001
  - Please allow up to 45 days to receive your refund.
- Note:** To protect your credit card information CCPE **cannot accept** credit card information via email.

## Refund Tables

### Open Enrollment

Time of Withdrawal	Refund Calculation
Five (5) calendar days or more before the published start date of the course section	Full course section tuition refund, minus \$100.00 non-refundable deposit
Four (4) or fewer calendar days before the published start date of the course section or after the course section has started	No Refund

## Open Enrollment Examples

### Example (1):

A course with a tuition charge of \$1,000.00 begins on Saturday. The prospective student registers on Monday. The prospective student's withdrawal paperwork is received on Friday of the previous week before the start of the class; the prospective student will receive a refund of \$900.00.

### Example (2):

A course with a tuition charge of \$1,000.00 begins on Saturday. The prospective student registers on Tuesday (of the same week before the start of class). The prospective student's withdrawal paperwork is received on Friday morning; the prospective student will **NOT** receive a refund.

## Application-Based Enrollment

Withdraw Timeframe	Allowable Refund	Amount Charged to Student
Twenty-one (21) calendar days or more before the published start date of the first course section in the program	Full course section tuition refund less \$250.00 non-refundable deposit	\$250.00
Twenty (20) calendar days or fewer before the published start date of the first course section in the program	Full course section tuition refunds for all courses in the program except the first course section	Full tuition for the first course section in the program plus the \$250.00 non-refundable deposit
After the start of the first course section in the program	Full tuition refund for courses sections not started	Full tuition for course sections completed or started (but not completed) plus the \$250.00 non-refundable deposit