

☐ Third Party paid full tuition \$_____ GEORGETOWN UNIVERSITY ☐ Third Party and Student split tuition o Student \$_____ School of Continuing Studies o Third Party \$_____ Date Received: __ Center for Continuing and Professional Education Withdrawal Completed: Withdrawal Processed by: Refund Amount: Refund Processed on: To: **CCPE Student Accounts Manager** Refund Processed by: Fax: 202-784-7231 Notes: Date: Withdrawal/Refund Request Re: Student Full Name:____ Term: ☐ Fall ☐ Spring ☐ Summer Year:_____ Net ID: _____ Phone:____ Part A. Course Information Course Course Name Start Date End Date Course Number 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: ____(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 / 2nd Personal Credit Card: (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:

FOR OFFICE USE ONLY

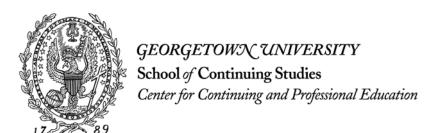
Card Type (circle): Visa MasterCard American Express

Card Number **Expiration Date**

Revised: October 2015

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

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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

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

The CCPE Refund Policy and additional refund examples are available at http://ccpe.georgetown.edu, click Resources and Policies.