

# Refund Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Class Registered For: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

\*Refund Amount Requested: \_\_\_\_\_

How did you register for the course? (please select)

Online     Fax     Mail     Phone     Other: \_\_\_\_\_

How did you pay for the course? (please select and fill in related information)

Check    Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Name on Check: \_\_\_\_\_

Credit Card Online

Credit Card via Fax or Mail

Credit Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Refund and Cancellation Policy:** Cancellations received in writing at least one week prior to the course start date will be refunded minus a 20% administrative fee. *Cancellations received after this time are not eligible for a refund.* We are unable to transfer your registration to another class or another person. The University reserves the right to cancel or modify any MSU School of Social Work Continuing Education workshop advertised. In the event MSU School of Social Work cancels an event, you will receive a full refund. Contact (517) 353-3060 or e-mail [swkce@msu.edu](mailto:swkce@msu.edu) with any questions.

**Return by FAX to (517) 353-2599**

MSU School of Social Work  
Continuing Education  
655 Auditorium Road, Room 212  
East Lansing, MI 48824

Interoffice Use Only

Refund issued date: \_\_\_\_\_

Type: \_\_\_\_\_

Issued to: \_\_\_\_\_

Amount issued: \_\_\_\_\_