

INSTRUCTIONS:

To request a refund for a course offered through The Center for Corporate and Professional Education after 1 week prior to the first class meeting, a student must formally drop the course by completing the steps described below.

Step 1: Contact Registration at 508-375-4012, to formally request a drop from the course.

Step 2: Complete this form. Sign and send it back to:

The Center for Corporate and Professional Education
Cape Cod Community College
540 Main Street
Hyannis, MA 02601

Or email to: workforce@capecod.edu

FIRST NAME:	
LAST NAME:	
STUDENT ID:	
COURSE TITLE:	
COURSE NUMBER:	
TELEPHONE:	
EMAIL:	
REASON FOR REFUND REQUEST:	

Student Signature: _____

Date: _____

We will provide you with a response within 7 business days of receiving this form.