DROP FORM
Workforce Development & Continuing Education

Please Print Clearly

MONTGOMERY COLLEGE

Drop Form

Do not use this form for Youth Classes, Ed2Go Online Classes, and/or APPE/ESL Classes.
Visit http://cms.montgomerycollege.edu/wdce/register/refundpolicy.html for special instructions.

NOTE: To received a full refund for a class, you must officially drop the class before the refund date indicated on your registration form. For one-day classes, you must drop the class before the class start date.

College ID Number: M 2 _ _ _ _ _ _ _ **Birth Date** _ _ - _ _ - _ _ _ _
(Month - Day - Year)

Last Name _____ **First Name** _____ **Middle Initial** _

Home Phone _____ **E-Mail** _____

Please drop the following class(es):

CRN #	Course #	Course Title	Start Date

Reason for dropping the class(es):

If you registered and paid online via MYMC, refunds will be posted to your credit card used. Students registering in person, by mail, or by fax, will receive refunds by check.

_____ _____
Student Signature Required Date

To submit completed form:

Mail to: Montgomery College WD&CE
Attn: Refunds
900 Hungerford Drive, MK #300G
Rockville, MD 20850

Or Fax to: 240-567-1877

Or in Person: Deliver to any WD&CE Customer Service office.

For Office Use Only
Received Date:

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