KLAMATH Community College
Workforce & Community Education

If the College cancels a class, students are entitled to a full refund of tuition and applicable fees. In order to receive a refund, students must fill out an Add/Drop Form. Refunds are based on the following criteria:

Class Length	**Drop Deadline**
3-12 weeks	Prior to second class meeting
2 weeks or less	Prior to first class meeting

Name_____
(Last)   (First)   (Middle)

Phone Number_____
123.345.6789

Email Address_____

Mailing Address Line 1 _____
Mailing Address Line 2 _____

City_____ **State**_____ **ZIP**_____

Date of Birth_____ **Gender** ☐ Male   ☐ Female
MM/DD/YYYY

Marital Status ☐ Married ☐ Single   **Ethnicity** ☐ Hispanic/Latino   ☐ Not Hispanic/Latino

Race (check all that apply)   ☐ African American/Black   ☐ American Indian/Alaska Native
☐ Asian   ☐ Pacific Islander   ☐ White

Social Security Number _____
Providing your social security number is **not required for Community Education**.
If you plan to take credit classes and apply for Federal Financial Aid, it will be required.

Course Number	**Course Name**	**Dates**	**Start/End Time**	**Cost**
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

KCC is required to collect some of the data for institutional compliance. We appreciate your cooperation.   **Total Cost**_____
Non-Discrimination Policy: Klamath Community College is an equal opportunity educator and employer.

I hereby certify that I have provided complete and accurate information on this form, and I understand that if it is found to be otherwise, it is sufficient cause for rejection or dismissal. Signature also confirms credit card payment.

_____
Student Printed Name   Student Signature   Date

Payment Options: (check one)

☐ Credit Card   ☐ Enclosed Check   ☐ Enclosed Cash   ☐ I will make payment prior to first class

Card Number_____   Expiration Date_____

_____
Student Printed Name   Student Signature   Date
Signature confirms credit card payment.