

Community Education Services (Not-for-Credit) Registration Form

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OFFICE USE ONLY

Entered by _____

Date _____

HOW TO REGISTER

ONLINE: www.MarinCommunityEd.com

PHONE: 1.415.485.9305

MAIL: Community Education Registration
College of Marin, 835 College Avenue, Kentfield, CA 94904
(Please allow at least eight (8) business days prior to the first class meeting.)

IN PERSON: Mon-Thurs, 9 am-Noon and 1 pm-4 pm; Fri 9am-Noon*
Saturday, Sunday, CLOSED

Kentfield Campus: Student Services Center, Room 145
835 College Avenue, Kentfield, CA 94904

Indian Valley Campus: Building 7, Room 194
1800 Ignacio Blvd., Novato, CA 94949

*Open hours are subject to change

PLEASE CHECK: New Student Continuing Student Fall 20____ Winter 20____ Spring 20____ Summer 20____

Last Name: [Grid]

First Name: [Grid] **MI** [Grid]

Email:
[Grid]

Mailing Address:

Number and Street: [Grid] **Apt** [Grid]

City: [Grid] **State:** [Grid] **Zip:** [Grid] **Country:** _____

Birth Date (required):

MONTH	DAY	YEAR
[Grid]	[Grid]	[Grid]
Example:		
1 2	2 8	2 0 0 7

Daytime Phone:

[Grid] [Grid] [Grid] [Grid] [Grid] [Grid] [Grid] [Grid] [Grid] [Grid] Ext. _____

Gender (optional):

Male
 Female

Membership (see reverse):

Yes
 No
 Interested

Enrollment:

Class ID #	Days	Class Title	Fee	Authorization**

** To register for a class after it has begun, see the instructor for an authorized signature.

Confirmation of Enrollment

You will receive an email confirmation. You may also review your enrollment online at www.MarinCommunityEd.com.
Once you create your Learner account, you may access your account and view your enrollment at any time.

Method of Payment

Community Education only accepts checks for mail-in registration. Please submit a separate check payable to College of Marin for **EACH** requested course.

To pay by credit card please contact our offices, or register online at www.MarinCommunityEd.com.

**Please turn over to
complete and sign page 2**

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ESCOM Membership (optional):

\$15.00/Annual Emeritus Students College of Marin (ESCOM) 1 Adult

Last Name:

First Name: MI

Email (required): _____ Birth Date (required):

For more information on memberships, visit www.MarinCommunityEd.com

Emeritus Students College of Marin (ESCOM)

ESCOM membership, available to adults ages 55 and over, provides valuable benefits, including: special discounted course fees for dozens of Community Education ESCOM courses (EC), ESCOM-only scholarship opportunities for students with financial need, access to over 20 ESCOM Clubs, access to ESCOM Centers and their Humiston Reading Rooms at both the Kentfield and Indian Valley College campuses, free Subscription to the monthly ESCOM Journal, invitations to ESCOM Art Exhibits and Member Socials, 10% discount at the College’s cafeteria, College of Marin library privileges, discounted tickets to College of Marin performances, pride in supporting lifelong learning.

Refund Policy

Classes canceled by College of Marin will be refunded in full. In the event of a cancellation, you will be notified via email. Refunds will be processed automatically. You do not need to submit a refund request.

Drop/Refunds are not automatic; you must complete and submit a drop/refund request form. Forms can be found at www.MarinCommunityEd.com, or by visiting our offices.

Requests are recorded based on the date the form is received by the Community Education Department. A notification email will be sent to you once your request has been successfully submitted and received. You will be notified via email of approval or denial of your request. Refund processing generally takes four (4) to six (6) weeks.

We will gladly process your request for a refund if it is received in our office by 4pm, three (3) business days prior to the starting date of the class. *College of Marin offices are closed on Fridays during the summer.*

For Classes Starting on	Refund requests must be received by:	
	Fall/Winter/Spring Quarters	Summer Quarter
Saturday, Sunday, or Monday	Wednesday	Tuesday
Tuesday	Thursday	Wednesday
Wednesday	Friday	Thursday
Thursday	Monday	Monday
Friday	Tuesday	Tuesday

We cannot accept requests for drops/refunds, regardless of the reason, if they are received less than three (3) business days prior to the class start date. Community Education is a self-supporting program and is funded solely on course registration and student paid fees. Because the programs do not receive any State or Federal funding, all class enrollments after the three-day deadline are final. No refunds will be granted after the three-day deadline. *If a cancellation is granted, it will be subject to a \$10 service fee per class for each student-requested class change or cancellation.*

Student’s Signature:

I declare that the foregoing statements of fact provided by me on this form are true and correct.
I acknowledge I have read and accept the refund policy.

Signature _____ Date _____