

### 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: [CCPE@capecod.edu](mailto:CCPE@capecod.edu)

<b>FIRST NAME:</b>	
<b>LAST NAME:</b>	
<b>STUDENT ID:</b>	
<b>COURSE TITLE:</b>	
<b>COURSE NUMBER:</b>	
<b>TELEPHONE:</b>	
<b>EMAIL:</b>	
<b>REASON FOR REFUND REQUEST:</b>	

Student Signature: \_\_\_\_\_

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

*We will provide you with a response within 3-5 business days of receiving this form.*