

Georgia Tech Student Center Options Refund Policy



We understand that sometimes it is impossible to take a class for which you signed up. Therefore we are happy to offer the following refund policy.

To receive a FULL REFUND:

The refund request must be submitted within 2 days after the first class meeting or 1 day prior to a class that meets less than 3 times.

To receive a PARTIAL REFUND:

The refund request must be submitted after the 2nd class meeting but before the 3rd class meeting. Partial refund will be 50% at this time. Partial refunds are not given for individual class sessions.

To receive a REFUND ON A CANCELED CLASS:

Classes that are canceled due to low enrollment or at the instructor's request, will result in a FULL REFUND, and will not be assessed the \$5.00 processing fee. The refund request must be submitted within the 2 weeks notification of the class cancellation.

FULL and PARTIAL REFUNDS do not include materials fees, only the actual cost of the class.

ALL REFUNDS are assessed a \$5.00 processing fee, except those due to cancellation. A receipt of purchase must accompany all refund requests. To apply for a refund please submit your request to the Student Center Programs Office located on the 3rd floor of the Student Center or e-mail The OPTIONS Program (options@stucen.gatech.edu).

Revised 5/2012

Georgia Tech Student Center Options Class Refund Request



Date of request: _____ Date of first class: _____

Class Title: _____

Amount Paid for Class: _____

Name: _____

Phone #: _____ Email: _____

Reason for Refund: _____

A \$5 Reprocessing Fee will be assessed to all refunds, excluding those for canceled classes.

Refund Information:

<p>If you paid online via BuzzCard Tech Stuff</p> <ul style="list-style-type: none"> ○ We will forward your request to them. BuzzCard refunds will occur within 7-14 business days. ○ Credit card refunds will appear on your account within 2-3 billing cycles. If you paid online with a credit card, we only need your expiration date to process your request. <p>Expiration Date: _____</p>	<p>If you paid Offline via phone, fax, email, or in person</p> <ul style="list-style-type: none"> ○ Credit card, please include the necessary information below for the refund. Your credit card refund will be processed within 7-14 days. You must give the same card as the one used to purchase the class. <p>Credit Card Number: _____</p> <p>Expiration Date: ____/____</p> <p>V-Code (3 digits on back of card): _____</p>
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Office Use Only	
Approved by:	_____
Associate Program Director	Date
_____	_____
Program Director	Date
Amount to be refunded:	_____
Confirmation :	Email _____ Roster _____