



HIGH SCHOOL ONLINE
REFUND REQUEST FORM

Student's Name _____

Student's Email _____

Course Title _____

Official Start Date _____

Reason for Refund Request _____

Amount paid _____

Amount refunded _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

All course refunds are issued using the following guidelines:

- Full (100%) refunds are ONLY issued within five (5) business days of payment being received. Refunds will be issued using the same method that payment was made. The only exception is payments made using cash; MSU does not issue cash refunds, but will be happy to send a check for reimbursement.
- Fifty percent (50%) refunds will be issued within 15 days of a complete registration. A registration is considered complete when all needed documentation and paperwork has been received by the High School Online office, and the student gains access to the online course.
- No refunds will be issued after 15 days of a student gaining access to a course.

Approved: _____ Date _____

Program Coordinator, MSU Center for Continuing Education

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