



HIGH SCHOOL ONLINE  
REFUND REQUEST FORM

Student's Name \_\_\_\_\_

Student's Email \_\_\_\_\_

Course Title \_\_\_\_\_

Official Start Date \_\_\_\_\_

Reason for Refund Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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