

**EDUCATION
FOR
MINISTRY**

REFUND REQUEST FORM

Please print neatly.

Name and Address for Refund Check:**

S.S.# _____

NAME _____

Date _____

Date of your first EFM meeting _____ Date you withdrew _____

Reason for withdrawal _____

I request a refund under the provisions listed on the back of this form _____

Signature of student

Please refer to the refund policy in the *Manual for Mentors or Student Information Sheet* before completing this form.

Are UNOPENED materials being returned? _____ If so, *return form & materials together.*

Endorsement by the mentor (please explain): _____

Signature of mentor: _____ Date _____

Mentor Name Printed: _____ GROUP-ID _____

FOR OFFICE USE ONLY

Date of Enrollment _____

Materials Received:

Disapproved Approved

Amount paid _____

Date _____

Amount: \$310 \$107

Group status _____

Usable? _____

Reduced Fee: \$120 \$50

Comments: _____

Registration Specialist

Date

**If the fee was paid with a credit card, any refund must be made to that card.

Card # _____ Exp. Date _____

Please return this form to:

EFM
THE SCHOOL OF THEOLOGY
335 TENNESSEE AVENUE
SEWANEE TN 37383-0001

Refunds

A **refund**, less a \$40 processing fee, may be made to a student if withdrawal occurs **BEFORE THE STUDENTS FIRST SCHEDULED MEETING**. This written request must be returned with the UNOPENED materials for that student within 30 days of that student's first scheduled meeting.

A **partial refund** may be made to anyone **who STOPS ATTENDING WITHIN 30 DAYS** after his or her first scheduled meeting. The refund must be requested within 30 days of the student's last meeting date and will be made as follows:

- If the enrollment fee was \$350, the refund will be \$107.
- If the enrollment fee was \$160, the refund will be \$50
- If the enrollment fee was \$460, the refund will be \$140.

No refunds will be made to students after 30 days of participation in the EFM program.

Credit to Re-enter After a Break in Enrollment

A student who withdraws and does not receive a refund may join a group at any time in the future and resume the program where he or she left off at no additional cost to complete the academic cycle for which payment had been made. The credit is prorated and calculated from the last date of attendance. (That is, if a student began in September and withdrew at the end of November, there would be a credit for six months.)