

USC Distance Education

COURSE MATERIALS

REFUND FORM

Please complete the following form to return your course materials to Distance Education for a refund. All materials must be in new, unused condition. Include the form with your materials so we may process your refund request as quickly as possible.

1. Name _____
2. Last four digits of SSN _____
3. Address _____
City _____ State _____ Zip _____
4. Course _____ (for example, ENGL J429B)
5. Reason for refund (please check one):
 Dropped course
 Course canceled
 Don't need materials
 Had materials already
 Never received order
 Ordered incorrect materials
 Received incorrect materials in mail
6. My materials were (please check one):
 Shipped to my home or office
 Purchased at the Distance Education office at USC Columbia
7. Signature _____ Date _____

Send your course material(s) along with this form to:

University of South Carolina
Distance Education
ATTN: Returns and Refunds
1224 Blossom Street, 2nd Floor
Columbia, SC 29208