

## REFUNDS

### A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident ~~tuition~~ fee
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. ~~Student Services Card fee~~ Associated Student Body ~~fee~~ fee
7. Student Center fee
8. ~~SBVC~~-Student Representation ~~Fee~~ fee
9. ~~Capital Outlay~~ ~~F~~ fee

### B. Conditions

1. Refund requests must be initiated and signed by the student utilizing the District refund form.
2. ~~If a refund is requested for the parking or student services card associated student body fees, the parking decal or the student services card associated student body sticker must be attached to the refund request.~~

### C. Military Service Exception

If a student who is a member of an active or reserve United States military service, and who has withdrawn from courses, may file a petition with the district requesting refund of the enrollment fees, receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit has been awarded.

### D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error
  - (a) Fees collected in error will be refunded in their entirety.
2. Class(es) canceled by the college
  - (a) If a class(es) is cancelled, ~~by the college,~~ student will be refunded enrollment and ~~/ or non-resident tuition fees~~ in their entirety ~~will be refunded in their entirety.~~ If

~~this is the only class for the term, a refund of all fees except associated student body and parking fees, that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.~~

3. Class(es) dropped by the student Withdrawal from the College

a. ~~Enrollment Fee/Nonresident Tuition Fees~~

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(1) If a student ~~withdraws-drops~~ during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees ~~and/or~~ nonresident tuition fees will be refunded.

(2) ~~If a refund is requested for the parking or associated student body fees, the parking decal or the associated student body sticker must be attached to the refund request.~~

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b. Parking Fee, Health Fee, Accident Insurance Fee, Associated Student Services-Card-Body Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee.

(1) In order to be eligible for a refund, a student must ~~withdraw/drop~~ prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

4. ~~Unit Reduction/Instructor Drop~~

~~(a) Students dropped by the instructor are not eligible for refund of any fees~~

5. Class Program Change-Unit Reduction

~~(a) (a)~~ If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

5. A student who ~~withdraws-from/drops from~~ a class(es) ~~or the college~~ after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. **Refund Processing Fee**

A charge of \$10 will be collected for each refund transaction not to exceed \$10.00 per student per semester, except for cancelled classes or over-payment.

Reference:  
Ed Code 76300; Title 5 Section 58508

Approved: June 9, 1994  
Amended: January 14, 1999

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