

REFUNDS

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident fee
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Associated Student ~~Body~~ fee
7. Student Center fee
8. Student Representation fee
9. Capital Outlay fee

B. Conditions

Refund requests must be initiated and signed by the student utilizing the District refund form.

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If a student who is a member of an active or reserve United States military service, and who has withdrawn from courses, may file a petition with the district requesting refund of the enrollment fees. The District shall 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) ~~cancelled~~ by the college
 - a. If a class(es) is cancelled, the student will be refunded enrollment and/or non-resident fees in their entirety. ~~If this is the class(es) that was cancelled was the only class for the term in which the student was enrolled, a refund of all fees will be given~~ except associated student ~~body~~ and parking fees.
3. Class(es) dropped by the student
 - a. Enrollment Fee/Nonresident Fees
 - (1) If a student drops during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees and 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~~

(2) A student who drops from a class(es) 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.

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

(1) In order to be eligible for a refund of any of the aforementioned fees, a student must 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.

(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.

4. Instructor Initiated Drops

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

a. Enrollment Fee/Nonresident Fees

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

(2) A student who is dropped from a class(es) by the instructor 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.

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

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

5. Class Program Change-Unit Reduction

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 a student is taking, the enrollment fee and/or non-resident fee will be refunded at the per unit cost of the reduction.

~~6. A student who drops from a class(es) 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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