

abroad semester), or students who will be taking classes only at sites 50 miles or more from campus, may apply for a refund in accordance with the refund procedures established by Student Financial Services. Refunds will only be made for fees paid within the current academic year. The Health Center will adjudicate the requests based upon records of usage; any use of the Health Center during the semester, or, for continuing students, during the summer or winter break prior to the semester, will preclude a refund. Students who receive a refund but later wish to avail themselves of health services will be charged a sum equivalent to the mandatory fee at the time of their first visit. Use of the Health Center will preclude a refund of the \$98 mandatory fee.

Application Fees

Application fees shall be refunded only upon satisfactory proof that the applicant was unable to begin the term with respect to which application was made by reason of his or her death, physical disability, or compulsory military service (Title 5, Section 41802).

Parking Fees

A student is entitled to a refund of parking fees in the amount shown in the following schedule if on any one calendar day within the applicable period the student files with Student Financial Services a written application for refund and returns all documents issued (including parking permits). If the permit is affixed to a vehicle and the vehicle is presented to the university for removal of the item by or under the direction of the state, such presentation and removal shall constitute return of the item.

The refund application schedule is as follows:

- 1-30 calendar days, 75% refund
- 31-60 calendar days, 50% refund
- 61-90 calendar days, 25% refund

Note: A copy of the University Refund Policy may be obtained from Student Financial Services in the Joyal Administration Building, Room 181.

Returned Checks

Writing a bad check is against the law. Recipients of bad checks may sue the payer in Small Claims court for three times the amount of the check or \$100, whichever is more. In addition, suit may be made against the payer for the face value of the check and all court costs. (California Civil Code, Chapter 522, Section 1719.)

Writing a bad check will result in the following.

1. The student's university records will be attached and the student will be denied all services.
2. The student will be charged \$20 for processing in addition to the face value of the check
3. Enrollment of classes may be subject to cancellation. If enrollment is cancelled, the student will not be reinstated.

- Payment of returned checks must be made with a cashier's check or money order.
- Personal checks will not be accepted, including checks written by a friend or relative.
- Placing a "stop payment" or closing an account will not release the student from financial obligation. (Title 5, Section 42381)

Fees and Debts Owed to the Institution

Should a student or former student fail to pay a fee or a debt owed to the institution, including tuition and student charges, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of charges and fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student charges and fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/