

disability at any time prior to the date the student receives any academic credit for any course or courses for which he or she is registered.

Policy on Refund of Fees. California State University, Fresno (the university) administers refunds in accordance with the California Administrative Code and directives of the California State University (CSU) system. Whether a fee is refundable, in whole or in part, varies according to the particular fee involved.

Registration Fees and Tuition Fees for Nonresident and Foreign Students.

Registration and tuition fees are refunded under the revised policy adopted by the Board of Trustees at its November 14, 2001 meeting. The refund policy is detailed in Coded Memorandum AA-2002-13 dated February 13, 2002.

In summarized text, beginning with the fall semester 2002, students are entitled to a pro-rata refund determined on the basis of the date of the student's withdrawal and the length of the academic period. Students will be entitled to a full refund of mandatory fees and/or nonresident tuition only if they cancel their registration or drop all courses prior to the first day of instruction for an academic term. Students who drop all courses prior to the end of the designated drop period or who officially withdraw no later than the 60 percent point in the academic period shall be entitled to a pro-rata refund of nonresident tuition and/or mandatory fees.

Any refund due a student is to be applied first toward any required return of student financial aid funds from federal, state, institutional, or external sources and then the balance may be returned to the student. The campus may withhold an administrative fee from the refund amount.

Registration Fee Decrease by Dropping from 7 or More Units to 6 or Fewer Units. Students who drop some but not all units resulting in a lower tuition and/or mandatory fee obligation during the first 10 days of instruction shall be eligible for a refund of the difference in fees.

As specified by Title V of the Education Code, and the Board of Trustees of the CSU, late registration fees are not refundable.



Nonresident Tuition Penalty Fees.

Nonresident and foreign students will be charged penalty fees for dropping classes beginning with the first day of instruction. Please refer to the Refund Schedule for Nonresident Tuition at <http://www.csufresno.edu/accountingservices> and click on "Money Matters." Adding and dropping the same number of units on the same day will not result in penalty fees.

Health Fee. The health fee is required of all regularly enrolled students, regardless of the class level or the number of units enrolled. Fee waiver students, or students who will be physically absent from the campus for the entire semester (such as a study 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 manda-

tory fee at the time of their first visit. Use of the Health Center will preclude a refund of the \$65 mandatory fee. (\$60 health fee and \$5 financial aid 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, E,5).

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:

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|-----------------------|------------|
| • 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.
3. Enrollment of classes will be cancelled. Once enrollment is cancelled, the student will not be reinstated.