

REFUND OF FEES

Refund of Registration Fees

After a student makes a formal withdrawal through the Student Records Office, a refund of a portion of the *materials and service fee* may be made if written application for refund is filed not later than two weeks following the day instruction begins for the term. A student shall make the application personally if he is able to do so. If, in the opinion of the administration, a student is unable to make the application personally, the parents or guardian of the student who is a minor, or the duly authorized representative of the student who is of the age of majority may make the application.

The amount of the refund will be determined by the Business Office by deducting the cost of materials and services used, plus \$2 for registration costs. A full refund may be made to a student who is unable to continue a course, because of a college regulation or because of compulsory military service, at any time prior to the date when the student receives any academic credit for any course or courses for which he is registered. The *late registration fee* is not refundable. If a student reduces his units to fall within a lower fee category within the first two instructional weeks of the session, makes a formal change of program through the Student Records Office, and files a written application for refund within this time limit, the differential may be refunded except for the cost of materials and services used, plus \$2 to cover registration costs.

The same withdrawal and application for refund procedure applies for the *nonresident tuition fee* except that the time limit is different. Within the first week of the session, a full refund may be made. For each additional week, the refund diminishes as follows: 90 percent of the fee, the second week; 70 percent, the third week; 50 percent, the fourth week; 30 percent, the fifth week; 20 percent, the sixth week; no refund, after the sixth week.

Refund of 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 he files with the Business Office a written application for refund and returns all documents issued to him by the college which evidence his right to use the parking facility including any parking permit, stickers, and decals so issued. If any of the foregoing items are attached to a vehicle and the vehicle is presented to the college for removal of the attached item by or under the direction of the State, such presentation and removal shall constitute return of the attached items.

Nonreserved Space Fee Refund. Beginning with the first day of instruction, 75 percent of the nonreserved space fee is refunded if application is made as indicated above within 1-30 calendar days; 50 percent, within 31-60 calendar days; 25 percent, within 61-90 calendar days; no refund, 91 days to end of the semester.

Reserved Space Fee Refund. The total of the following amounts is refunded for the remaining time for which payment was made for reserved space: \$5 refund for each complete calendar month; \$2.50 for more than 15 days of a calendar month; no refund for 15 days or fewer of a calendar month.

(For refund of fees during summer sessions consult the Business Office.)

Refund of Other Fees

The schedule of refunds for the *association fee* and the *health service fee* is set annually. Refunds are dependent upon the length of time between the opening of the semester and application for refund. Application must be made and student body card turned in to the Association Office.

The *extension tuition fee* may be refunded upon formal withdrawal and the filing of written application on the official form provided by the Extension Office prior to the fourth meeting of the class. The *late registration fee* is not refundable.

A partial refund of the *summer session fee* may be made, if applications for withdrawal from classes and return of fees are filed within required time limits. See the *Summer Session Bulletin*.