

- 3) Testing: covers the cost of test officers, psychometrists, clerical support, operating expenses and equipment.
 - 4) Placement: provides career information to students and faculty for academic program planning and employment information to graduates and students.
 - 5) Financial Aids Administration: includes the cost of the counseling and business services provided in connection with the financial aid programs.
 - 6) Health Services: provides health services to students and covers the cost of salaries of medical officers and nurses plus related clerical and technical personnel as well as operating expenses and equipment.
 - 7) Housing: includes the cost of personnel providing housing information and monitoring housing services.
 - 8) Student Services Administration: covers 50% of the cost of the Dean of Students Office which has responsibility for the overall administration of student services.
- ** A nonresident student is any person who has not been a bona fide resident of the State of California for more than one year immediately preceding enrollment. The exact determination date may be ascertained by contacting the Admissions/Records Office.
- *** In certain instances students may work on campus to earn back the amount of this fee. Application for the work must be made to the Financial Aids Office at least two weeks prior to scheduled registration dates.

ALAN PATTEE SCHOLARSHIPS

Children of deceased public law enforcement or fire suppression employees, who were California residents and who were killed in the course of law enforcement or fire suppression duties, are not charged fees or tuition of any kind at any California State University or College, according to the Alan Pattee Scholarship Act, *Education Code* Section 23762. Students qualifying for these benefits are known as Alan Pattee scholars. For further information, contact the Admissions/Registrar's Office, which determines eligibility.

REFUND OF FEES

Fees may be refunded only as authorized by Sections 41802, 41803, and 41913 of *Title 5, California Administrative Code*. Whether a fee may be refunded and the circumstances under which a fee or any part of a fee may be refunded, vary depending on the particular fee involved. Requirements governing refund may include such matters as the reason for seeking a refund (for example, death, disability, compulsory military service), the number of days of instruction which have elapsed before application for refund is made, and the degree to which the campus has provided the services for which the fee has been charged.

The student must file a written application for refund of fees stating the reason for the refund request with the university accounting office. The application should be filed at the earliest possible date since the refund will be denied if submitted beyond certain time limits. For example, requests for refund of student services fees, student body organization fees, and student body center fees must be made no later than 14 days following the commencement of instruction and requests for refund of extension course tuition fees must be made prior to the fourth meeting of the class.

Details concerning the fees which may be refunded, the circumstances under which fees may be refunded, and the appropriate procedure to be followed in seeking a refund may be obtained from the university accounting office.

REGISTRATION FEES

After a student makes a formal withdrawal from the university through the Student Records Office, a refund of a portion of the *student services fee* may be made if a written application for refund is filed not later than fourteen calendar days after the first day of instruction. A student shall make the application personally; if in the opinion of the administration, he or she is unable to do so, 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. (See *California Administrative Code, Title 5, Section 41802*)

The amount of the refund will be determined by the Business Office by deducting \$5 for registration costs. A full refund may be made to a student who is unable to continue a course, because of a university regulation, compulsory military service, death or 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. The *late registration fee* is not refundable. *There is a refund for a reduction in the student's unit load, if unit load is reduced to a lower fee category not later than 14 days following the day of the term when instruction begins.*

The same withdrawal and application for refund procedure applies for the *nonresident tuition fee* except that the time limit is different. There may be a refund for reduction in unit load. Within the first week of the session, a full refund may be made for units dropped. For each additional week, the refund diminishes as follows: 90 percent of the fee, the second