

Housing Administration. Not all campuses offer on-campus housing for students. Each campus, however, provides services to all students in their efforts to secure suitable housing near the campus and at a reasonable cost.

Dean of Students. Fifty percent of the administrative cost for coordination of student support programs has been funded by Student Services Fee revenue since 1973-74. The Dean provides leadership and direction for fee-supported programs as well as for other programs and personnel (e.g., residence halls, student union, EOP, disabled students) not receiving Student Services Fee support.

NOTE. The law governing The California State University provides that a student body fee may be established by student referendum with the approval of $\frac{2}{3}$ of those students voting. The Student Body Fee was established at CSUF by student referendum on May 12, 1959. The same fee can be abolished by a similar $\frac{2}{3}$ approval of students voting on a referendum called for by a petition signed by 10% of the regularly enrolled students. (*Education Code, Section 89300*) The level of the fee is set by the Chancellor. An increase in the student body fee may be approved by the Chancellor only following a referendum on the fee increase approved by a majority of students voting. Student body fees support a variety of cultural and recreational programs, child care centers, and special support programs.

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, Joyal 181, phone 294-2876.

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 legal representative of the student 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 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.

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 the Business Office a written application for refund and returns all documents issued to him or her by the university which evidence their right to use the parking facility including any parking permit, stickers, and decal so issued. If the decal is attached to a vehicle and the vehicle is presented to the university for removal of the attached item by or under the direction of the State, such presentation and removal shall constitute return of the attached item.

Beginning with the first day of instruction, 75 percent of the parking 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 semester.

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

