



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.

Details regarding which fees may be refunded, the circumstances under which fees may be refunded, and the appropriate procedure followed in seeking refunds may be obtained from Student Financial Services, Joyal Building, Room 181, (559) 278-2876.

Registration Fees. All students who are entitled to a refund of registration fees or nonresident tuition for withdrawing or reducing units, within 14 calendar days after the first day of instruction, must apply for a refund by filing a "Refund Application Form" at the Admissions/Records Service Windows in the Joyal Administration Building.

- Registration fees are refunded in full to students who withdraw by the end of the second week of instruction.
- A refund in the amount of the difference between the two levels of the state university fee is refunded to students who reduce their unit load from 7 units or more to 6 units or less by the end of the second week of instruction.

- Use of the Health Center will preclude a refund of the \$65 mandatory fee.

Nonresident Tuition. 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, and no refund after the sixth week.

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 mandatory fee at the time of their first visit.

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

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.
 - 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.