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4 REFUNDS

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6 **A. Designated Fees**

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8 This regulation covers the following fees:

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10 1. Enrollment fee
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12 2. Nonresident tuition
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14 3. Parking fee
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16 4. Health fee
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18 5. Accident Insurance fee
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20 6. Student Services Card fee
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22 7. Student Center fee
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24 8. Student Representation Fee
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26 9. Capital Outlay Fee
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28 10. Student Transportation Fee

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30 **B. Conditions**

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32 If a refund is requested for parking or student services card fees, the parking decal or
33 the student services card must be attached to the refund request.
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35 **C. Military Service Exception**

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37 If a student who is a member of an active or reserve military service receives orders
38 compelling a withdrawal from courses, the District shall, upon petition and a copy of received
39 orders of the affected student, refund the entire enrollment fee unless academic credit is
40 awarded.
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42 **D. Refund Schedule**

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44 This refund schedule applies to all fees listed in Paragraph A, above.

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46 1. Fees collected in error
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48 Fees collected in error will be refunded in their entirety.
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50 2. Class cancelled by the college

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52 If a class is cancelled by the college, enrollment and/or non-resident tuition fees will
53 be refunded in their entirety. If that cancellation results in a student's withdrawal
54 from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.
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- 3. Withdrawal from the College
 - a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.
 - b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.
- 4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.
- 5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for cancelled classes or over-payment.