

REFUNDS

The college does not issue refunds automatically, students must submit a Refund Request Form to the Office of Admissions and Records at Evergreen Valley College | EVCAR@evc.edu. (Refer to the Academic Calendar for specific dates, including short-term courses and Summer/Intersession deadlines). Once the form has been processed by Admissions and Records, it is sent to the District Office for processing and issuance of payment. **Note:** The Admissions and Records Office at EVC only processes refund requests for EVC classes; SJCC courses must be submitted to San Jose City College.

- Students may be eligible for refund if they paid for their courses, and then receive a fee waiver.
- Students will receive a refund for canceled classes.
- The District does not carry credit balances over semesters; students may request credit balance transfer through the Refund Request form.
 - Students who do not apply for refunds may run the risk of forfeiting any credit balances they may have on their student account.

No refunds of any type will be granted until all other financial obligations to the District have been satisfied. Refund requests normally take four to six weeks after the deadline to process, and are mailed directly to the student.

There is a \$10 processing fee for all registration-associated refund requests (California Title V 58508). Refunds will be made in full for the qualifying amount, minus the processing fee. Processing fees "related to refund requests are limited to enrollment fees only."

For information on textbook refunds, please refer to the CAMPUS STORE section of the College Schedule of Classes for refund policies on textbooks.

See also Board Policy 5030, Fees, Administrative Procedure 5030, Fees, and, Administrative Procedure 5031, Instructional Materials.