

REFUNDS

The college does not issue refunds automatically.

- Students must file a Refund Request Form with the Office of Admissions and Records. (Refer to the Academic Calendar for specific dates, including short-term courses and Summer/Intersession deadlines).
- Students who have paid for their courses, and then apply for and receive a fee waiver.
- Refunds for canceled classes will be honored.
- The District does not carry credit balances over semesters; students who do not apply for refunds forfeit any credit balances they may have.

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.