

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR REFUND OF FEES

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

ENROLLMENT/DIFFERENTIAL FEE REFUNDS:

Policy: The college will refund a portion of the enrollment fee or differential fee for the semester of enrollment only, under the following terms and conditions:

- (1) The student must complete this application for refund by the end the third week of a current regular semester or an equivalent period of other sessions. (See a current class schedule for deadline dates). There will be no extension of the deadline.
(2) A ten dollar (\$10.00) processing fee will be subtracted from each refund transaction.
(3) Refund applications will be processed by the Registrar and upon approval, will be forwarded to the Business Office where checks will be mailed after processing.
(4) Refunds for students receiving grants, waiver, or credits shall be made to the appropriate District account and not to the student.

NON-RESIDENT TUITION REFUNDS:

Policy: Refund of tuition by reason of program reduction or withdrawal from the college will be made in accordance with the schedule indicated below. All withdrawals must be made at the Admissions and Records Office. Students should allow three weeks for the processing of a tuition refund.

Table with 2 columns: Date of Withdrawal or Reduction in Program, Refund. Rows include: (1) Prior to the first day of instruction in regular semester, term or session. 90%; (2) During the first week of instruction for a regular semester, term or session. 75%; (3) After the first week of instruction for a regular semester. None

APPLICATION: I understand the conditions of the policy stated above.

Name: (Please print) Last First MI Social Security No.:

Address: City State Zip Signature:

REASON FOR WITHDRAWAL: (Please check)

- Personal/family concerns, Financial need, Class cancelled by college, Schedule conflict, Other (list):

Comments:

OFFICE USE ONLY

Table for Office Use Only with rows for Enrollment Fee, Differential Fee, Non-Resident Tuition, Less \$10.00 Processing Fee, Other, and Amount of Refund.

Prepared by: Approved by: Director of Admissions & Records Date:

BUSINESS OFFICE

Total amount refunded: \$ By: