



3000 Campus Hill Drive
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 www.laspositascollege.edu/admissions

APPLICATION FOR REFUND OF FEES

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 six weeks for the processing of a tuition refund.

Date of Withdrawal or Reduction in Program	Refund
Prior to the first day of instruction in regular semester, term or session	90%
During the first week of instruction for a regular semester, term or session	75%
After the first week of instruction for a regular semester	NONE

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

SEMESTER: SUMMER FALL SPRING **YEAR:** _____

Name (Please Print) (Last, First, MI)	Student ID Number
Address (Number, Street, City, State and Zip Code)	Signature
Phone	Date

REASON FOR WITHDRAWAL: (Please ✓ check)

- Become employed/unemployed
- Personal/family concerns
- Financial need
- Class cancelled by college
- Schedule conflict
- Other (*list*): _____

Comments: _____

ADMISSIONS OFFICE USE ONLY

ENROLLMENT FEE SUBJECT TO REFUND	\$
DIFFERENTIAL FEE SUBJECT TO REFUND	\$
NON-RESIDENT TUITION SUBJECT TO REFUND _____%	\$
LESS PROCESSING FEE	(\$10.00)
OTHER	\$
AMOUNT OF REFUND	\$

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

BUSINESS OFFICE USE ONLY

Total amount refunded: \$ _____ By: _____