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Item 5*

Policy 6.47 Refund Policy

Students will receive refunds for enrollment fees paid for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course.

PCCD will not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the District to cancel or reschedule a class or to drop a student where the student fails to meet a prerequisite.

When refunding an enrollment fee, PCCD will charge a \$10.00 processing fee.

The Chancellor will annually certify to the Board that the provision has been and will be currently fulfilled.

Source of Law:

California Code of Regulations, Title 5, Sections 55003, 58501, 58508

Approved by Board of Trustees: 4/23/1991

Revised: 6/9/1998

Revised: February 2008

Approved by Board of Trustees: March 11, 2008

Revised: September 30, 2010

Deleted: A. Enrollment Fee¶

¶

1. Full-Term Classes¶

¶

a. A student who cancels his/her registration prior to the first day of instruction, or officially withdraws from all classes prior to the third session of instruction shall be entitled to a full refund less a \$10 processing fee.¶

¶

b. A student who officially completes a change of program during the first two weeks of instruction and as a result reduces the number of units in which he/she is enrolled is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.¶

¶

c. If a student pays an enrollment fee of less than \$10, and cancels his/her registration or withdraws from all classes before the deadline, the processing fee shall equal the enrollment fee.¶

¶

d. No refund of the enrollment fee will be made to any student who withdraws from classes after the first two sessions of instruction.¶

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2. Short-Term Classes¶

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a. A student enrolled in a short-term class will receive a 100% refund if he/she officially withdraws prior to the first class meeting.¶

¶

b. A student enrolled in a short-term class will not receive a refund if he/she officially withdraws after the first class meeting.¶

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3. Variable Unit Classes: No refund shall be made for variable units not earned by the student.¶

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4. The enrollment fee will be fully refunded if an action of the College (e.g. class cancellation) prevents a student from attending class.¶

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5. A student may request a refund up to the end of the following term in which the refund was due. After that time the student will not be eligible for the refund.¶

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... [1]

Deleted: ¶

Source of Law:¶

California Code of Regulations, Title 5, Section 58058¶

Approved by Board of Trustees: 4/23/1991¶

Revised: 6/9/1998¶

Revised: February 2008¶

Approved by Board of Trustees: March 11, 2008

A. Enrollment Fee

1. Full-Term Classes

- a. A student who cancels his/her registration prior to the first day of instruction, or officially withdraws from all classes prior to the third session of instruction shall be entitled to a full refund less a \$10 processing fee.
- b. A student who officially completes a change of program during the first two weeks of instruction and as a result reduces the number of units in which he/she is enrolled is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.
- c. If a student pays an enrollment fee of less than \$10, and cancels his/her registration or withdraws from all classes before the deadline, the processing fee shall equal the enrollment fee.
- d. No refund of the enrollment fee will be made to any student who withdraws from classes after the first two sessions of instruction.

2. Short-Term Classes

- a. A student enrolled in a short-term class will receive a 100% refund if he/she officially withdraws prior to the first class meeting.
- b. A student enrolled in a short-term class will not receive a refund if he/she officially withdraws after the first class meeting.

3. Variable Unit Classes: No refund shall be made for variable units not earned by the student.

4. The enrollment fee will be fully refunded if an action of the College (e.g. class cancellation) prevents a student from attending class.

5. A student may request a refund up to the end of the following term in which the refund was due. After that time the student will not be eligible for the refund.

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B. Nonresident Tuition

1. A 100% refund of tuition will be made for any class which is canceled by the college.

2. A 90% refund of the units dropped will be made through the last day to add classes upon the student's official withdrawal from any class.
3. A 50% refund of tuition will be made upon the student's official withdrawal from all classes after the last day to add a class and prior to the first census day in any term, as indicated in the College calendar.
4. No refund will be made to any student on or after the first census day of the term.

C. Waiver for Extreme Hardship

1. A student may appeal to the Vice President of Student Services to waive restrictions of this refund policy for cases of extreme hardship.

