

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

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

Revised by the Board of Trustees: October 26, 2010