

Coast Community College District
BOARD POLICY
Chapter5
Student Services

BP 5903 Refund Policy

Refunds for fees and voluntary payments shall be made in accordance with the policies stated below. In addition, refunds shall be made when fees or payments have been collected in error, when college cancellations warrant refunds, or when in the judgment of the president of the college or his/her designee extenuating circumstances make such action appropriate. One hundred percent of all fees collected from students who have been called to active military service shall be refunded. [Title 5, 58508]

Fees Collected at Time of Enrollment

Note: Term as used is defined as the period of time a class is held beginning with the first meeting date of the class.

Enrollment, Differential Enrollment, and Non-Resident Tuition Fees - For full-term semester courses (18 weeks), one hundred percent of the fees collected at registration for the affected classes will be refunded if a student totally or partially withdraws through Friday of the second week of the term. For classes shorter than full-term semester (less than 18 weeks), one hundred percent of the fees collected at registration for the affected class will be refunded if a student withdraws within 10 (ten) percent of the length of the class.

Instructional Materials Fee - One hundred percent of fees collected will be refunded only as described under Enrollment, Differential Enrollment, and Non-Resident Tuition Fees except where the materials have been used/consumed by the student. In such cases refunds will be prorated based on the unused portion of the materials.

Parking Fee - One hundred percent of the fee collected at registration will be refunded only as described under Enrollment, Differential Enrollment, and Non-Resident Tuition Fees provided the student totally withdraws from all classes. To be eligible for a refund, parking stickers must be returned to the college.

Auditing Fee - One hundred percent of the fees collected at registration will be refunded only as described under Enrollment, Differential Enrollment, and Non-Resident Tuition Fees.

Health Services Fee - One hundred percent of the fee collected at registration will be refunded only as described under Enrollment, Differential Enrollment, and Non-Resident Tuition Fees provided the student totally withdraws from all classes.

Other Fees

Transcript and Verification Fee - No refund except in case of errors, cancellations, or extenuating circumstances as noted in the first paragraph.

Community Services Charges - Full refunds minus a processing fee not to exceed \$10 will be provided when the request for refund is made at least five working days prior to the date of the event except that no refunds will be given for the amount of costs encumbered by the community services programs. Exception: In the Sailing Program a full refund minus a processing fee not to exceed \$10.00 will be provided when the requested refund is made at least 1- working days prior to the start of the class. Requests for transfers will be granted only if requested within 10 working days prior to the start of the class. A processing fee of \$10.00 will be charged for each transfer.

Voluntary Payments

The Chancellor is authorized to develop a schedule of refunds for voluntary payments which shall be published or posted in appropriate documents or places respectively.

Adopted January 28, 1987

Revised October 7, 1987

Revised August 22, 1990

Revised December 12, 1990

Revised August 11, 1993

Renumbered from CCCD Policy 030-1-4, Fall 2010

Renumbered from CCCD Policy 5033, May 15, 2013