



REFUND REQUEST FORM

Name: _____

Student #: _____ Contact #: _____

Requesting a refund for: (Check all that may apply)

Courses (Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund.)

Parking Permit (Permit must be surrendered at the time of request)*

Student ID

Health Fee

Other: **Stipend-Child Development**

Signature: _____ Date: _____

Important Notice:

Your refund will be mailed in 4-6 weeks, to the mailing address currently indicated in our system. It is recommended that you verify your mailing address on MyCerritos prior to submitting this request.

REFUND POLICIES AND PROCEDURES

It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. **Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund.**

A student is eligible for a refund if:

- A. classes are dropped by the required deadline;
- B. the program change is the result of action taken by the district to cancel or reschedule a class;
- C. the student is dropped for failure to meet a prerequisite (s) or co-requisite(s); and/or
- D. the student is active or reserve U.S. Military orders.

The above listed eligible students may file a petition with the district requesting refund of their registration fee (s). A refund will not be processed if academic credit has been awarded for the class. Refunds will be mailed after your application is filed at the Payroll/Fee Station in the Administration Building. **Be sure your address is correct at the time you file.** To an officially withdrawn student, the following refund guidelines apply:

1. **Enrollment Fee, Non-Resident Tuition, and International Student Tuition**– Fall and Spring Semester, Summer Session and Short-Term Classes- A student will be fully refunded if classes are dropped within the drop dates published in the Schedule of Classes. There are no exceptions to the published drop dates.
2. **Student Health Fee**- A student will be fully refunded if all classes are dropped with the drop dates published in the Schedule of Classes. There are no exceptions to the published drop dates.
3. **College Services I.D. Fee and Parking Fees**– A student will be fully refunded if all classes are dropped within the drop dates published in the Schedule of Classes. If the student paid for but did not receive their Student I.D. Card or parking sticker, he/she must pick them up before applying for the refund. The Student I.D. And parking sticker must be surrendered at the time the student applies for the refund. There are no exceptions to this requirement.

Refunds are made pursuant to Title 5, Section 58501 or 58501.1 for program changes made during the first two weeks of instruction for a primary term-length course (18 weeks) or by the ten percent point of the length of the short-term course (15 weeks, 9 weeks, 6 weeks, etc.) Example: 15 weeks class X 5 working days 75 X 10% 7.5. The result is rounded to allow 8 days to drop a class and be eligible for a refund.

ONE YEAR LIMIT ON REFUNDS– Classes must be dropped before filing for a refund. Students seeking refunds must meet the requirements listed above to be eligible. Students must have dropped the class (es) and met the appropriate deadlines before filing for a refund. If these conditions have been met, students have one year from the beginning of the semester in which fees were paid to apply for their refund. Beyond the one year limit, students will no longer be eligible.