



# REFUND REQUEST FORM

Name: \_\_\_\_\_

Student #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**REQUESTING A REFUND FOR: (Check all that may apply)**

\_\_\_\_\_ Fees                      \_\_\_\_\_ Other: (Child Development Stipend)

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

\_\_\_\_\_ Permit Purchased In-person      \_\_\_\_\_ Permit Purchased Online

Important Notices (please read):

- All refund checks will be mailed in 4-6 weeks.
- Submission of this form does not guarantee eligibility for a refund. Please check current class schedule for drop deadline dates.
- See reverse side for more refund details.

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
*How to submit this form.*

FOR OFFICE USE ONLY:

ADDRESS VERIFIED BY : \_\_\_\_\_ POSTED BY \_\_\_\_\_ DATE: \_\_\_\_\_ PARKING REFUND PROCESSED BY: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

REVISED 5/6/20

## 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. Stated deadlines are not adjusted due to late enrollment. See the "Calendar of Important Dates" for specific deadlines.

**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 college to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders. Eligible students may file a petition with the district requesting refund of their enrollment fee(s). A refund will not be processed if academic credit has been awarded for the class.

A check is the only form of payment that Cerritos College uses to issue refunds. If a payment is made by credit card for any registration transaction, and you later drop any or all of your classes within the required refund period, we will NOT credit your credit card account. All refund checks are made payable to the student. Refunds are made pursuant to Title 5, Section 58501 or 58501.1.

**Enrollment Fee, Non-Resident Tuition, and Capital Outlay Fee** will be credited if the official drop has occurred within the appropriate deadline\* for session or semester. This is in accordance with the Refund of Enrollment Fee regulation, Title 5, 58508.

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**Student Health, Student Activity<sup>1</sup> and Parking Fees<sup>2</sup>** will be credited only if all classes within the semester have been officially dropped within the appropriate deadline\* for the semester. Deadlines for fee credit are defined as the first two weeks of full semester length classes or 10% of class meetings for shorter than semester-length classes.

1) Student Activity sticker for the semester must be surrendered at the time of refund request. 2) Parking Permit for the semester must be surrendered at the time of refund request.

*\*Deadlines for fee credit are defined as the first two weeks of full semester length classes or 10% of class meetings for shorter than semester-length classes.*

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.

**Time limit on requesting a refund:** A one year limitation exists on the credit. Students must apply for the refund between the beginning of the semester in which the credit was issued and the last day of the semester one year later. Example: Beginning of the Spring semester to the end of the Spring semester of the following year. Credit totals will be removed from the student account after this time.

*I have read and agree to the refund policies and procedures.*