

ENROLLMENT FEE AND NONRESIDENT TUITION REFUNDS

Refunds of enrollment fees and nonresident tuition are to be processed if the fee is collected in error or if the student qualifies for a refund.

Fees and nonresident tuition collected in error are defined as those not owed by the student and, therefore, never earned by the District. Fees collected in error include those related to:

- death of student prior to the start of courses;
- cancellation of college course;
- cancellation of student's enrollment (academic or progress dismissal) by college;
- unavailability of books for the course due to college error;
- late qualification for state financial aid;
- residency issues; and
- other reasons not the fault of the student as approved by the college President, or designee.

Refunds are defined as the return of enrollment fees or nonresident tuition due to a net reduction in the units of enrollment or because an outside agency paid on behalf of the student.

- a. To qualify for an enrollment fee or nonresident tuition refund, the reduction must occur prior to or during the first two weeks of a term for full-term classes (fall and spring semesters) or within the first ten percent of the length of the class for short-term and summer classes.
- b. Enrollment fees or nonresident tuition may be refunded to the student if it is paid to the college by another agency later in the semester.

Student refunds are processed at the beginning of each month for the current fiscal year. If a refund is greater than \$5,000, a manual refund will be initiated by the college and forwarded to the District Accounting Office.