Chaffey College Credit and Refund Policy

**CREDIT POLICY**

Credits (whether from student drop/withdrawal from a class or college cancellation of the class) remain on the student's records for the remainder of the term in which the credit was awarded, plus an additional two primary terms. Credits are not transferable to other student's account. Credits can be used to pay for summer classes, but the summer term doesn't count against the two terms of allowable credit use, nor does skipping the summer term affect the student's admission status. Students may use monetary credits to fund all fees associated with subsequent enrollment in Chaffey College classes, within the term limitations listed below.

**Credits for Cancelled Classes**

When the college cancels a class, enrolled students automatically receive a credit for the full amount of enrollment, non-resident tuition, and materials fees that were applicable to that class. If the cancelled class is the only class in which the student is enrolled for the term, the student will also receive credit for the health and College Services fees paid. (Parking decals must be returned to the Cashier's Office before a parking fee credit will be awarded.)

**Credits for Student Drops/Withdrawals**

When a student officially drops or withdraws from a class before ten percent (10%) of the class length has elapsed, they are eligible for a credit of the applicable enrollment, health, parking, materials, College Services, and non-resident tuition fees paid. (Parking decals must be returned to the Cashier's Office within the appropriate timeframe for a parking fee credit to be awarded.) No credit will be issued for an enrollment change made after ten percent of the class length has passed. Refer to the registration statement for start dates and end dates of classes (the start date counts as one day) See chart for timeframes. No credit will be issued for an enrollment change made after ten percent of the class length has passed. (California code of Regulation, Title 5, section 58508).
NEW REUND POLICY EFFECTIVE SPRING 2008

REFUNDS ARE NOW AUTOMATIC!

No refund form submission required or refund request needed for dropped classes with the exception of parking permits only.

A student must officially drop or withdrawal from a class before ten percent (10%) of the class length has elapsed, they are eligible for a credit of the applicable enrollment, health, parking, materials, college service, and non-resident tuition fees paid. (Parking Permits should be returned to the Cashier's Office on or before the appropriate refund deadline for a parking credit to be issued). No credit towards another class will be issued for an enrollment change made after ten percent of the class length has passed. Refer to the registration statement for specific refund deadlines pertaining to classes. Per California Code of Regulations, Title 5, section 58508.

REFUND POLICY

Refunds are available to students who have dropped a class before ten percent of the course length has passed (in other words the drop was on or before the appropriate refund deadline). No refund form submission required or refund request needed. However, parking permits should be returned to the Cashier's Office on or before the appropriate published refund deadline to receive a refund. Refunds include dropped classes, cancelled classes, and BOG waiver reimbursement.

BOG Waivers should be secured by the end of the term in which you were awarded to receive a refund. Contact your Financial Aid Advisor regarding BOG waiver status.

Refunds are not issued for any student-initiated enrollment changes made after ten percent of a class has elapsed. There is no processing fee deduction on any refunds.

If the student's payment for the class(es) for which a refund will be issued was made by cash or check, a check will be mailed to the student's address of record within 45 working days. If the payment was made with a credit card, a credit will be issued within 45 working days. All refunds will be processed after the Last Day to Add Full Term Classes. Please make sure your address is current with the Admissions & Records Office to avoid delays in receiving refunds. Address updates can also be made on MyChaffeyView.

Late Registration/Adds/Drops

Students who register and/or add class(es) during Walk-In Registration or Late Registration are expected to pay all fees the same day. You will not be dropped from your classes if you don't pay your fees. However, you might be financially responsible for any registered class(es) even if you never attended any class meetings. It is the student's responsibility to drop class(es) by the appropriate refund deadline to avoid financial responsibility. It is not the instructor's responsibility to drop students from classes, even in cases where the student does not attend the first or any class meeting(s). See "Past Due Fees" for repercussions for non-payment of fees owed.