



## **REFUND POLICY**

REFUNDS ARE AUTOMATIC! No refund form submission required or refund request needed for classes dropped by the refund deadline date, cancelled classes, and BOG (fee waiver) reimbursements.

A student must officially drop or withdraw from a class before ten percent (10%) of the class length has passed to be eligible for a refund of the applicable enrollment, health, materials, college service, and non-resident tuition fees paid. Parking permits must be returned to the Cashier's Office on or before the appropriate refund deadline to receive a refund. No refunds are issued for an enrollment change made after ten percent (10%) of the class length has passed. If the college cancels a class, students will receive a refund for the cancelled class. Students who paid for classes prior to receiving a BOG waiver will receive a refund once their BOG waiver is processed, however, the BOG waiver must be processed and approved by the end of that term. There is no processing fee deduction on any refunds. Refer to your registration statement for specific refund deadlines. (California Code of Regulations, Title 5, Section 58508)

Refunds will be received by the end of the 10<sup>th</sup> week of instruction for students who dropped prior to the refund deadline. Students who receive a credit on their account after the last day to add will receive a refund within 10 weeks from the day the credit populated (Example: students who are qualified for a BOG waiver after the refund deadline, late starting classes, and residency).

If payment was made with cash or check, a check will be mailed to the student's address on record. If payment was made with a credit card, a credit will be issued on the credit card. Please make sure your address is current to avoid delays in receiving refunds. Address updates can be made on My Chaffey VIEW.