

BOARD POLICY
San Mateo County Community College District

Subject: 8.72 Refunds of Fees
Revision Date: 2/12

1. The parking fee is non-refundable. The health services fee is fully refundable through the second week of instruction for students enrolled in semester-length classes and through the first 10% of the period of instruction for students enrolled in less than semester-length classes (including summer session).
2. The student body fee is subject to reimbursement upon student request within published timelines.
3. State-mandated enrollment fees shall be refunded in accordance with the following guidelines:
 - a. A student enrolled in a semester-length class who cancels his/her registration prior to the beginning of classes or who officially withdraws from all classes prior to the close of business on the date established in the college calendar as the last day to add semester-length classes shall be entitled to full credit toward future fees or to a refund, less a \$10 processing fee.
 - b. A student enrolled in a Summer Session class or in a less than semester-length class and who officially withdraws from that class prior to or within the first 10% of the period of instruction shall be entitled to full credit toward future fees or to a refund, less a \$10 processing fee.

Less than semester-length courses in which the last day to enroll extends beyond the first two weeks of instruction will use that date as the deadline for refund determination.
 - c. A student who officially completes a change of program within the prescribed period, and as a result reduces the number of units in which s/he is enrolled, is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.
 - d. A processing fee may be charged only once per each semester or session. If a student pays an enrollment fee of less than \$10, and cancels his/her registration or withdraws from all classes before the deadline, the processing fee shall equal the enrollment fee.
 - e. An eligible student may elect to have a credit in lieu of a refund. Such a credit will be carried in the District's books for five years unless redeemed by the student.
 - f. The State-mandated enrollment fee will be fully refunded if an action of the College (e.g., class cancellation) prevents a student from attending class.
4. Nonresident tuition fees shall be refunded in whole or in part in accordance with the following guidelines for semester length classes:
 - a. A student shall be entitled to a full refund if tuition has been collected in error.

8.72 Refund of Fees (continued)

- b. A student who cancels his/her registration prior to the beginning of classes or who officially withdraws from the College within the first two weeks of the semester shall be entitled to a full refund less a \$50 processing fee.
 - c. A student who officially reduces his/her program within the first two weeks of the semester shall be entitled to receive a full refund for the units dropped.
 - d. A student who officially withdraws or reduces his/her program after the first two weeks of the semester shall not be entitled to a refund.
5. Nonresident tuition fees for Summer Session and less than semester-length courses shall be refunded in whole or in part in accordance with the following guidelines:
 - a. A student shall be entitled to a full refund if tuition has been collected in error.
 - b. A student who cancels his/her registration prior to the beginning of classes or who officially withdraws within 10% of the period of instruction shall be entitled to a full refund less a \$50 processing fee.
 - c. A student who officially withdraws after 10% of the period of instruction has passed shall not be entitled to a refund.
6. Exceptions to the policy on the refund of nonresident tuition may be authorized by the Vice President for Student Services in cases of unique or extraordinary circumstances beyond the control of the student.