

STUDENT FEE REFUNDS

I. ENROLLMENT, NONRESIDENT TUITION, CAPITAL OUTLAY

A. Full refunds for enrollment, nonresident tuition, and capital outlay fees may be requested and granted under the following conditions:

1. Program changes made during the first two weeks of instruction of a regular scheduled semester, or the ten percent point of a short term course, that result in a net reduction in enrollment fees due.
2. A member of an active or reserve United States military service who has withdrawn from courses due to military orders for courses receiving an MW grade. (Refer to *BP-5300: Grading Policy under Military Withdrawal*)
3. The cancellation of a class.
4. The student fails to meet a prerequisite.
5. Changes in law or regulation authorizing and establishing fees.
6. Fees collected in error.

II. HEALTH FEE, INSTRUCTIONAL MATERIALS, PARKING PERMITS

A. If the student drops all classes and is eligible for a full refund as outlined above, the student will be entitled to a refund of the health fee, instructional materials fees (pursuant to BP-3700), and the parking permit if returned to the Saddleback College Campus Police Department or the Irvine Valley College Campus Police Department.

III. RETURN TO TITLE IV (FINANCIAL AID)

The District follows the Federal regulations on the return of Title IV funds. The District will calculate how much Title IV aid has been earned by the student based upon the period of attendance. The unearned portion of the Title IV aid will be returned to the Department of Education by both the District and the student as determined by the calculation within the required timeframes in accordance with all applicable federal and state regulations.

References:

Title 5, California Code of Regulations, Section 58508

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