



## NEW REFUND PROCEDURE & POLICY Important Change Pending

April 7, 2017

The State-mandated Enrollment Fee, Out-of-State Fee and Non-Resident Tuition will be fully refunded if a student officially drops their class(es) through the online student information system or in-person at the Admission & Records office.

A student is eligible for a refund if: a) class(es) are dropped before the "Drop class with a refund date" b) the program change is the result of action taken by the college to cancel or reschedule a class; c) the student is dropped for failure to meet a pre-requisite(s) or co-requisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders.

LACCD has partnered with BankMobile to electronically provide students with a faster and easier way to receive their refund money. Students must activate and choose their refund preference by selecting either the BankMobile option or if they prefer, have the refund disbursed to another bank account. Students should receive a communication from BankMobile on how to activate and choose their refund preference.

**Paid by credit card** – Refunds will be credited back to the card originally charged.

**Paid by cash or check** – Refunds will be processed through BankMobile.

### **Regular Session (Full-Term) Classes**

No refunds will be issued for Enrollment Fee, Out-of-State fees and Non-Resident Tuition fees to students who withdraw from classes after the first two weeks of instruction. This refers to fall and spring semesters only. Refer to deadline dates in the Schedule of Classes for the winter and summer session.

### **Short-Term and Open-Entry/Open-Exit Classes**

If you enrolled in a short-term or open-entry/open exit class, you will receive a full refund if you officially withdraw within three days of the first class meeting. No refunds will be issued after the third day of the first class meeting. This refers to fall and spring semesters only. Refer to the deadline dates in the Schedule of Classes for the summer and winter session.

### **Parking Fees Refund Policy**

Refunds will be given for parking providing that students returns the parking decal before the refund deadline date stated in the parking permit communication that comes with the parking decal.

### **Failure to Pay College Financial Obligations**

Failure to pay a financial obligation will result in an administrative withholding of grades, transcripts, diplomas, or enrollment privileges or any combination thereof. The item or items being withheld shall be released when the financial obligation has been met. (California Code of Regulations, Title 5, Section 59410)