

# REFUNDS OF TUITION FEES AND NON-RESIDENT TUITION

## FALL 2011

Tuition fees and non-resident tuition fee refunds are processed automatically when a student follows the campus established procedures and deadline dates to drop courses/units or withdraw from the University each quarter. A \$5.00 administrative processing fee will be withheld from all refunds unless withdrawal is the result of a campus regulation, compulsory military service or death of a student. The procedures to drop courses/units are in the Class Schedule. The tuition fees and non-resident tuition fee refund deadline dates are listed below.

### Deadline Dates

Sept. 21, 2011

#### **Full (100 %) Refund Deadline Date-Complete withdrawal**

Students must drop all courses/units or withdraw from the University on (Wednesday, Sept. 21, 2011) before the first day of classes to receive a 100% refund of tuition fees, professional program fee and non-resident tuition fee.

Sept. 22, 2011 – Oct. 6, 2011

#### **Add/Drop Period. Partial Refund Dates-Reduction in Unit Load**

Students who drop some but not all courses/units resulting in a lower tuition fee, or professional program fee, and/or non-resident tuition fee within the campus designated drop period of (Sept. 22, 2011 – Oct. 6, 2011) will be entitled to a refund of the difference in tuition fees and a pro-rata refund of the professional program fee or non-resident tuition fee, if applicable. The tuition fee difference is from (6.1 or more units) to (0 to 6 units).

Sept. 22, 2011 – Nov. 8, 2011

#### **Pro-rata Refund Dates**

Students who drop all courses/units or completely withdraw from the University on the first day of classes and no later than the sixty (60%) point in the quarter will receive a pro-rata refund of tuition fees, professional program fee and non-resident tuition fee. The pro-rata refund is based on the drop or withdraw date and the length of the quarter. Students must pay tuition fees, professional program fee and non-resident tuition fee for the number of days enrolled. Please go to the Disbursement Office website @ (<http://www.calstatela.edu/univ/sfinserv/disb.php>) to view the Daily Refund Proration Table.

Students who withdraw after the 60% point in the quarter will not be eligible to receive a refund of tuition fees, professional program fee or non-resident tuition fee and must pay 100% of fees for the quarter.

Financial Aid Recipients: Refunds are subject to the Return to Title IV Regulations. Please visit the Center for Student Financial Aid website @ ([http://www.calstatela.edu/univ/finaid/title\\_IV.php](http://www.calstatela.edu/univ/finaid/title_IV.php))

Refund checks will be mailed to the address on file with Admissions and Records. Please ensure that the University has your correct mailing address. You may confirm your mailing address on the GET website @ (<https://get.calstatela.edu>). Refund checks are mailed approximately the sixth week of the quarter. If you are enrolled in direct deposit, the tuition fees refund will be deposited to your bank account.

### **DEADLINES FOR REFUNDS**

Complete Withdrawal	<b>100% Refund – Sept. 21, 2011</b>	Fee less \$5.00
	<b>*Prorata Refund – Nov. 8, 2011</b>	Fee less \$5.00
Reduction in Unit Load	<b>Oct. 6, 2011</b>	Difference in fees, less \$5.00
Late Registration (\$25)	No Refund	None
Writing Proficiency Exam (\$25)	No Refund	None
Admission application (\$55)	No Refund	None
Dishonored Check (\$25-\$35)	No Refund	None
Golden Eagle Card (\$5)	No Refund	None

Refunds are processed by the 6<sup>th</sup> week of the quarter. For questions regarding tuition fees refunds, call the Disbursement Office at (323) 343-3630. **Note:** Incomplete payment of tuition fees may result in a hold placed on your student account, possible disenrollment and forfeit of tuition fees already paid.