

# REFUNDS OF TUITION FEES AND NON-RESIDENT TUITION

## WINTER 2016

Tuition fees, business professional program fee 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, class cancellation or compulsory military service. The refund policy for the California State University System is based on the California Code of Regulations, Title V, Section 41802. The procedures to drop courses/units are in the Class Schedule. The tuition fees, professional program fee and non-resident tuition fee refund deadline dates are listed below.

### Deadline Dates

#### January 3, 2016

##### **Full Refund Deadline Date for Complete Withdrawal**

Students must drop all courses/units or withdraw from the University by Jan. 3, 2016 to receive a full refund of tuition and fees, professional program fee and non-resident tuition fee less a \$5.00 processing fee.

#### January 4 – 19, 2016

##### **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 (January 4 – January 19, 2016) will be entitled to a refund of the difference in tuition fees and a 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). After January 19, 2016; there is no refund for reduction in unit load.

#### Jan. 4 – Feb. 18, 2016

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

Students who drop all courses/units or completely withdrawal on the first 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 tuition and fees charge is based on the drop date, or withdraw date and the length of the quarter. Students must pay tuition and 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.

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 mailing address on the Cal State LA student GET@ (<https://get.calstatela.edu>). Please ensure that the University has your correct/current mailing address on GET. Refund checks are mailed approximately the fifth week of the quarter. If you are enrolled in direct deposit, the tuition and fees refund will be deposited to your bank account.

International Students: Flyware/Peer Transfer payments will be posted to your Cal State LA Student Account as tuition and fees payments. The Flyware/Peer Transfer payments are rolled over to future terms on your Student Account, as long as you maintain enrollment at Cal State LA. If you are graduating, disqualified, or taking a leave of absence from Cal State LA; you can request a refund. Please submit the refund petition to Disbursement Office, Adm. 131 with supporting documentation. A tuition and fees refund will be issued via direct deposit or mailed to your mailing address on GET.

Please note: Incomplete payment of tuition and fees may result in a hold placed on your student account, possible disenrollment and forfeiture of tuition and fees made.

### **DEADLINES FOR REFUNDS**

Complete Withdrawal	<b>100% Refund – January 3, 2016</b>	Fee less \$5.00
	<b>*Prorata Refund – February 18, 2016</b>	Fee less \$5.00
Reduction in Unit Load	<b>January 19, 2016</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

For questions regarding tuition and fees refunds, call the Disbursement Office at (323) 343-3630.