

REFUNDS OF REGISTRATION FEES AND NON-RESIDENT TUITION

WINTER 2010

Registration fees and non-resident tuition refunds are processed automatically when a student follows the campus established procedures to drop classes or withdraw from the University each quarter. Please refer to the Registration Procedures and Deadlines in the Schedule of Classes

Partial Refunds – Reduction in Unit Load

Students who drop some but not all units resulting in a lower State University Fee and/or Non-Resident Tuition within the campus designated drop period (on or before Tuesday, January 19, 2010) and in accordance with campus procedures will be entitled to a refund of the difference in State University Fees and a pro-rata refund of the Non-Resident tuition, if applicable. The State University Fee difference is from (6.1 or more units) to (0 to 6 units). The pro-rata refund is based on the drop or withdraw date and the length of the quarter.

Full Refunds – Complete withdrawal from the University

Students must drop all courses or withdraw from the University **before** the first day of classes (January 3, 2010) to receive a 100% refund of registration fees and non-resident tuition less a \$5.00 administrative fee.

Students who drop all units or completely withdraw from the University during the quarter will receive a pro-rata refund of registration fees including non-resident tuition. The pro-rata refund is based on the drop or withdraw date. Students must pay registration fees and non-resident tuition for the number of days enrolled.

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

A \$5.00 administrative fee will be withheld from all refunds unless withdrawal is the result of a campus regulation, compulsory military service, disability, or death of a student.

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>). The refund checks are mailed approximately the sixth week of the quarter.

To recap for the Winter 2010 term:

- Jan. 3, 2010: Last day for all regular students to drop all classes or withdraw to receive 100% refund of mandatory fees, including non-resident tuition minus a processing fee.
- Jan. 4 - Jan. 19: Add/Drop Period. Students who completely withdraw are eligible to a prorated refund. Students who drop from (6.1 or more units) to (6.0 or less units) are eligible to a lower State University Fee refund.
- Jan. 4 - Feb. 17: Pro-rata refund dates for complete withdrawal from the University. Please go to Daily Refund Proration Table for details (<http://www.calstatela.edu/univ/sfinserv/disp.htm>).

Refundable fees include basic registration fee and non-resident fees.

DEADLINES FOR REFUNDS		
Complete Withdrawal	100% Refund - January 3, 2010 *Prorata Refund – Feb. 17, 2010	Fee less \$5.00 Fee less \$5.00
Reduction in Unit Load	January 19, 2010	Difference in fees, less \$5.00
Late Registration (\$25)	No Refund	None
Writing Proficiency Exam (\$15)	No Refund	None
Admission application (\$55)	No Refund	None
Dishonored Check (\$25-35)	No Refund	None
Golden Eagle Card (\$5)	No Refund	None
Disenrollment	No Refund	None

*See Daily Refund Proration Table for details at <http://www.calstatela.edu/univ/sfinserv/disp.htm>.

Refunds are processed by the 6th week of the quarter. For questions regarding refund, call the Disbursement Office, at (323) 343-3630.

	Days in Winter 2010 Term	If you drop on this date	University retains this % of your fees	You will receive a refund of this % of your refundable fees
1st Day of Classes	1	1/4	1%	99%
	2	1/5	3%	97%
	3	1/6	4%	96%
	4	1/7	5%	95%
	5	1/8	7%	93%
	6	1/9	8%	92%
	7	1/10	9%	91%
	8	1/11	11%	89%
	9	1/12	12%	88%
	10	1/13	14%	86%
	11	1/14	15%	85%
	12	1/15	16%	84%
	13	1/16	18%	82%
	14	1/17	19%	81%
	15	1/18	20%	80%
End of Add/Drop Period	16	1/19	22%	78%
	17	1/20	23%	77%
	18	1/21	24%	76%
	19	1/22	26%	74%
	20	1/23	27%	73%
	21	1/24	28%	72%
	22	1/25	30%	70%
	23	1/26	31%	69%
	24	1/27	32%	68%
	25	1/28	34%	66%
	26	1/29	35%	65%
	27	1/30	36%	64%
	28	1/31	38%	62%
	29	2/1	39%	61%
	30	2/2	41%	59%
	31	2/3	42%	58%
	32	2/4	43%	57%
	33	2/5	45%	55%
	34	2/6	46%	54%
	35	2/7	47%	53%
	36	2/8	49%	51%
	37	2/9	50%	50%
	38	2/10	51%	49%
	39	2/11	53%	47%
	40	2/12	54%	46%
	41	2/13	55%	45%
	42	2/14	57%	43%
	43	2/15	58%	42%
	44	2/16	59%	41%
Last Day To Receive Prorated Refund	45	2/17	60%	40%
No Refund	46	2/18	100%	0%