

Kremen Education Building, Room 130
 (559) 278-0333
 www.csufresno.edu/cge



Make program changes online for most credit courses. Visit my.csufresno.edu

Program Change/ Refund Form

- Fall 20_____
- Winter Intersession 20_____
- Spring 20_____
- May-June Intersession 20_____
- Summer 20_____

(please print clearly in black or blue ink)

Fresno State ID <input style="width: 100%;" type="text"/>	Date of Birth <input style="width: 100%;" type="text"/>	Address Line <input style="width: 100%;" type="text"/>	
Last Name <input style="width: 100%;" type="text"/>		City <input style="width: 100%;" type="text"/>	
First Name and Middle Initial <input style="width: 100%;" type="text"/>		State <input style="width: 100%;" type="text"/>	Zip Code <input style="width: 100%;" type="text"/>
Telephone Number(s) <input style="width: 100%;" type="text"/>		Email Address <input style="width: 100%;" type="text"/>	

Codes: **A** = Adding a Course; **D** = Dropping a Course or Complete Withdrawal; **C** = Change in Grading Option

(See Refunds / Withdrawals / Change of Program, etc. on reverse side)

Code	Class No.	CREDIT COURSES ONLY					For Open University, signatures required for drops/withdrawals (see reverse)				Fees (if adding)
		Course (e.g. ART 20)	Permission Number (if adding)	# of Units	Grading Option Letter CR/NC		Instructor's Signature	Date	Chair's Signature	Date	
A \$10 late fee per course will be assessed for late registration (see reverse) – Late Fee											
Total Fees \$											

Dean's Signature required for withdrawals from Open University only (see reverse) _____ Date _____

Payment Information (complete only when fees are due when adding a class)

Check or money order # _____ enclosed.

Credit card payment: Mastercard VISA

Account No. _____ Expires: _____ / _____ (month/year) Amount \$ _____

Cardholder's Name (print) _____ Cardholder's Signature _____

If eligible and applying for a refund, please list your reason below.

 Student's Signature Date Authorized Signature, Continuing and Global Education Date

Continuing and Global Education use only

Program Coordinator: Full refund _____ Refund less processing fee _____ Pro-rated refund _____ No refund _____ Initials _____ Date _____

Registrar: Total Units Dropped _____ I certify that the amount of \$ _____ was collected. Initials _____ Date _____

Accounting Technician: **Amount of refund approved** \$ _____ Initials _____ Date _____

Accounting Office use only

Refund student's account: \$ _____ Date _____ Refund paid on Check # _____ Date _____

Refund processed by: _____ Initials _____ Date _____ Approved by: _____ Initials _____ Date _____

Online (Web-Enhanced/Web-Based) Courses (indicated by classnotes 15 & 17 in the class schedule):

Students planning to enroll in web-based or web-enhanced classes must have a Fresno State email account and ID in order to access course information on Blackboard. If you do not have a Fresno State ID and free Fresno State email account, follow the steps at <http://www.csufresno.edu/cge/registration/new.shtml>. You may provide the ID to your instructor and request temporary access to Blackboard prior to registration. This does not enroll you in the class; you must enroll during the enrollment period.

If you have a Fresno State ID and email account but cannot remember your username or password, contact the student help desk at <http://password.csufresno.edu> or call (559)278-7000 for assistance with reactivating your account.

If you have a Fresno State ID but do not have a Fresno State email account, go to <http://email.csufresno.edu> to create your free Fresno State email account.

Dishonored Checks and Credit Card Discrepancies:

Writing a bad check is against the law. Bad checks and stopped payments on checks will result in a \$20 processing charge. Bad checks, stopped payments on checks and credit card discrepancies will result in a \$10 per class late fee and do not constitute an official withdrawal nor relieve you of your financial obligation to the university.

Registration Holds:

If there is a hold on your university account, you will not be permitted to enroll until all holds are cleared. (California Code, Title V, Section 43281) A late fee will be assessed if holds are cleared during or after the late registration period.

Course Cancellations:

If a course is cancelled by the Division of Continuing and Global Education, all fees will be refunded; however, you must request this refund by submitting a Program Change/Refund Form. Courses offered through the Division of Continuing and Global Education are conducted on a self supporting basis, therefore we reserve the right to cancel a course if not justified by sufficient enrollment.

Withdrawal/Program Change/Refund – Please note: NO REFUND IS MADE UNLESS YOU REQUEST ONE.**Regular Credit Courses (5 or more class meetings):**

With submission of Program Change/Refund form, a full refund, less \$10.00 processing fee will be granted prior to the first class meeting. On or after the first class meeting, 65% of the fees are refundable until 25% of the course time has elapsed. No refund is made after 25% of course has taken place.

Short Credit Courses (4 or fewer meetings) and Non-Credit Courses:

With submission of Program Change/Refund form, a full refund, less \$10.00 processing fee will be granted prior to the first class meeting. No refund will be made after first class meeting. Late registration is not permitted on or after the second class meeting. Registration received after the first day of class will be charged a \$10 late fee.

Online and CD-Rom Courses:**CD-Rom (VESI):**

With submission of Program Change/Refund form, full refund, less a \$10 processing fee, will be granted to participants requesting a refund within 30 days of the registration date. All materials must be returned to VESI uninstalled in order to be eligible for a refund. No refund allowed after 30 days past registration date.

Online Courses (ACT, GATLIN, VESI & Test Prep):

Once you log onto the course, no refund is available. Prior to logging on, you may request a refund by submitting a Program Change/Refund form. A full refund, less a \$10 processing fee, will be granted to participants requesting a refund within 30 days of the registration date with submission of completed Program Change/Refund form. No refund will be made after 30 days past registration date.

Open University Courses:

For complete information on adds, drops, refunds, withdrawals refer to <http://www.csufresno.edu/cge/programs/open.shtml> or call (559) 278-0333. Submit a completed Program/Change/Refund form to the Continuing and Global Education office by the stated deadline. A 65% refund is available for drops/withdrawals received by the appropriate deadlines. No adds, drops, changes or refunds are permitted after the stated deadline. Classes that meet for less than a full semester are not eligible for refunds after the first class meeting has taken place.

Intersession Courses:

Refer to <http://www.csufresno.edu/cge/intersession>.