

Extension Course(s) Program Change and/or Refund Form

Division of Continuing and Global Education
 California State University, Fresno
 5005 N. Maple Avenue, M/S ED76; Fresno, CA 93740-8025
 (559) 278-0333 • FAX (559) 278-0395

Fall _____
 Summer _____
 Spring _____

Today's Date <input style="width:100%" type="text"/>	Semester/Year <input style="width:100%" type="text"/>	Fresno State ID <input style="width:100%" type="text"/>	Date of Birth <input style="width:100%" type="text"/>
Last Name <input style="width:100%" type="text"/>	Address Line 1 <input style="width:100%" type="text"/>		
First Name and Middle Initial <input style="width:100%" type="text"/>	Address Line 2 <input style="width:100%" type="text"/>		
Telephone Number(s) <input style="width:100%" type="text"/>	City <input style="width:100%" type="text"/>		
Email Address <input style="width:100%" type="text"/>	State <input style="width:100%" type="text"/>	Zip Code <input style="width:100%" type="text"/>	

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

Code	Class Number	Course e.g. Hist 12	Description	Number of Units	Grading Option			Fee
					Letter	CR/NC	Audit	

(See Refund / Withdrawals / Change of Program Policy on reverse side)

Payment Information

Check or money order # _____ enclosed.

Credit card payment: Mastercard VISA

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

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

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

 Student's Signature

 Authorized Signature, Extension Programs Office

Extension Programs Office use only

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

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

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 _____

Extension Course Withdrawal or Change of Program

For regular credit courses:

You may change your program or withdraw from a course by completing the reverse side of this form. A full refund, less a \$10 processing fee, will be granted if you withdraw prior to the first class meeting. If you must withdraw on or after the first class meeting, 65 percent of the fees collected will be refunded until 25 percent of the course time has elapsed. After 25 percent of the course time has elapsed, no refund will be made. No refund is available for courses meeting fewer than five sessions. No refund is made unless you request one.

For short credit workshops:

If you withdraw from a short credit workshop prior to the first class meeting, the full fee, less a \$10 processing fee, is refunded. However, you must request this refund by completing the Refund Form available from the Division of Continuing and Global Education. On or after the first meeting, no refund is made.

Late registration is not permitted on or after the second class meeting unless permission of the instructor is obtained. Registrations received after the first day of class will be charged a \$10 late fee per course.

For non-credit courses:

Written notification of withdrawal must be sent to the Division of Continuing and Global Education prior to the first class meeting in order to receive a full refund, less a \$10 processing fee. After that time, no refund is made. You must complete the reverse side of this form to obtain a refund.

For online courses:

Once you log onto the course, no refund is available. Prior to logging on you may request a refund by completing the reverse side of this form. Refunds, less a \$10 processing fee, will only be granted for a period of 90 days following receipt of the registration form in the Division of Continuing and Global Education office.

Course Cancellations

If a class is cancelled by the Division of Continuing and Global Education, all fees will be refunded; however, you must request this refund by completing the reverse side of this form.

Courses offered through the Division of Continuing and Global Education are conducted on a self-supporting basis. For that reason, the university reserves the right to cancel a course if not justified by sufficient enrollment. The decision to cancel a course because of low enrollment will be made one week prior to the first class meeting.