

Policy on Refund of Fees

California State University, Fresno (the University) administers refunds in accordance with the California Administrative Code and directives of the California State University (CSU) system. Whether a fee is refundable, in part or whole, varies according to the particular fee involved.

Registration Fees

A student must formally withdraw from the university, through the Admissions and Records office by 5:00 p.m. on or before the 10th day of instruction, to be eligible for a refund of registration fees. An exception to this may be made at any point in the semester for special circumstances involving a university rule, compulsory military service, or the student's death or physical disability.

To be eligible for a registration fees refund, the student must have (1) formally withdrawn from the university and (2) completed and submitted, in person, the "Registration Fee Refund Application", (sample on page B-30.4, the original can be obtained from the Accounting Office as well as in the University Forms Section of this manual). If, in the opinion of the administration, the student is unable to complete the Registration Fee Refund Application in person, a parent, guardian, or other authorized representative of the student may complete the application.

Of the registration fees, \$5.00 shall be retained by the university to defer the costs of processing the fee refund.

The Health Fee portion of registration fees is refundable if the student withdraws from the university during the first 10 days of instruction, except that this fee is not refundable if the student has used any Health Center services during these first 10 days.

Registration Fee Decrease by Dropping from 7 or More Units to 6 or Less Units

A student who officially drops his or her course load from 7 or more units to 6 or less units during the first 10 days of instruction shall be eligible for a refund of the difference in fees.

Late Registration Fees

As specified by Title V of the Education Code, and the Board of Trustees of the CSU, late registration fees are not refundable.

Application Fees

The university application fee is only refundable upon satisfactory proof that the student was unable to begin the semester because of his or her death, physical disability, or compulsory military service.

Tuition Fees for Non-Resident and Foreign Students

Non-resident and foreign student tuition is fully refundable for units dropped within the first five days of instruction. The percentage of fees that can be refunded drops after each consecutive five days of instruction. The actual percentages that can be refunded are listed in the “Money Matters” section of the Schedule of Courses published for each semester.

Note that tuition fees and registration fees are different, so some conditions listed in other sections of this policy may apply to the registration fees paid.

Parking Fees

See the “Money Matters” section of the Schedule of Courses for information applicable to the particular semester.

Refunds to Certain Veterans

A student who has applied for, or obtained enrolled status under, any federal or state veteran’s educational assistance plan may receive refunds of fees (paid), in accordance with the regulations under which the federal or state veteran’s plan is operated, irrespective of any conditions or limitations that may be set forth within this policy.

Payment of Refunds

As a student complies with all conditions of this policy, the university shall refund to the student, as soon as reasonably possible, all money collected in excess of any obligations that the student might owe the university.

Exceptions to this Policy

A committee consisting of personnel from Accounting Services; Admissions, Records, and Evaluations (ARE); and Financial Aid will meet periodically to review and approve exceptions. This committee will also make recommendations to the University Controller regarding any changes to this policy.

Questions

Questions regarding fee refunds can be directed to Accounting Services at 278-2876, or sent to:

Accounting Services
California State University, Fresno
5150 North Maple Avenue
M/S JA58
Fresno, CA 93740-8026

	<h2 style="margin: 0;">REGISTRATION FEE REFUND APPLICATION</h2>
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Office Of The Registrar (209) 278-2191 Student Financial Services (209) 278-2876

PLEASE PRINT

Name _____ ID# _____
Last First Maiden or Middle

Address _____ Phone _____
Number and Street

_____ City, State & Zip

Reason: _____

Student Signature _____ Date _____

For registration fee refund \$5.00 is deducted for administrative costs. For refund of foreign and nonresidential tuition, please refer to the Schedule of Courses.

<p style="text-align: center;"><u>F.R.O. USE ONLY</u></p> <p><input type="checkbox"/> Refund to student \$ _____</p> <p><input type="checkbox"/> Refund to Lender per attached memo \$ _____</p> <p><input type="checkbox"/> Apply \$ _____ to _____ \$ _____ to _____ \$ _____</p> <p style="text-align: center;"><small>Approval _____ Date _____</small></p>	<p style="text-align: center;"><u>A.R.E. USE ONLY</u></p> <p>Semester: Yr _____ Fall _____ Spring _____</p> <p>Status: Resident _____ Non-res. _____ Foreign _____</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Units</th> <th style="width: 10%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>Initial Units</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Units Added</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Units Dropped</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Units Remaining</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Net Change</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table> <p style="text-align: center;"><small>Approval _____ Date _____</small></p>		Units	Date	Initial Units	_____	_____	Units Added	_____	_____	Units Dropped	_____	_____	Units Remaining	_____	_____	Net Change	_____	_____
	Units	Date																	
Initial Units	_____	_____																	
Units Added	_____	_____																	
Units Dropped	_____	_____																	
Units Remaining	_____	_____																	
Net Change	_____	_____																	

**SAMPLE - Please refer to
the University Forms**

section of this manual or contact Accounting at 8-2876 for the original	
<p>Registration Fees \$ _____</p> <p>Tuition _____</p> <p>Other _____</p> <p>Amount Paid _____</p> <p>Amount Waived _____</p> <p>TOTAL CREDITS \$ _____</p> <p>LESS:</p> <p>Administrative Cost (_____)</p> <p>Basic Fees (_____)</p> <p>Course Fees (_____)</p> <p>Tuition (_____)</p> <p>Penalties (_____)</p> <p>Other (_____)</p> <p>AMOUNT REFUNDED \$ _____</p>	<p>Refund Check Number _____</p> <p>Refund Check Date _____</p> <p style="text-align: center;">Accounting Technician</p>

Notes: _____
