

REFUND POLICY

Enrollment Fee Refund Policy

- Student must drop classes by the credit refund deadline as stated in the Academic/Registration Calendar to qualify for a credit or refund of enrollment fees.
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the Ventura County Community College District Office after the Refund Request Form is received and processed at the Student Business Office.
- Enrollment fee refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee.

The following schedule of refunds will be in effect for all students who drop a class or classes or withdraw from college:

- **Full-semester Length Classes**
 - In first and second week 100% enrollment fee refund
- **Short-term Classes and Summer Session**
 - Withdraw within 10% of class sessions 100% enrollment fee refund

No refunds are authorized thereafter.

Other (Non-Enrollment) Fee Refund Policy

- **Audit Fees:** are not refundable
- **Health Center Fee:** is only refunded if all classes are dropped for the semester/session within the deadline, regardless of the residency status of the student.
- **Instructional Materials Fees:** are refunded in full when a class requiring the fees is dropped within the stated deadline.
- **Non-mandatory Fees:** are refunded in full when requested within the stated deadline.
- **Parking Fee:** to qualify for a refund of parking fees, the students will need to contact the Student Business Office by the last day to drop for a refund.
- **Student Center Fee:** refunds may include a pro-rated refund of the Student Center fee. If all classes are dropped, a student may be entitled to a full refund of the Student Center fee, depending on enrollment in prior semesters for the academic year.