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## California State University, Bakersfield

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**Policy Number:** *will be assigned*

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**TITLE:** *CSU, Bakersfield – Fee Refund Policy*

**DIVISION:** *Office of the Vice President, Business and Administrative Services, University Controller;  
Student Financial Services*

**DEPARTMENT:** *University Wide*

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The CSU, Bakersfield withdrawal and refund policy is established in accordance with Section 41802 in Title 5 of the California Code of Regulations, revised December 14, 2001, and the United States Department of Education regulations governing Title IV financial aid.

A student who withdraws from the University, or drops to a lower fee category, may be eligible for a Rental of institutional charges, e.g. registration fees and nonresident tuition.

### Definitions:

#### Refund

A refund is the difference between the amount paid by the student for institutional charges (using financial aid and/or personal funds) and the amount that can be retained by CSUB for the costs incurred during the students' actual period of enrollment. The refund will be automatically processed and returned to the student account when campus withdrawal procedures are followed.

#### Official Withdrawal

The refund amount is determined in part by the students' withdrawal date. The student must follow procedures for the withdrawing from the University established by the Admissions and Records Office. The student will be considered to have withdrawn from the University the date the withdrawal is recorded whether processed and completed via the Web, student phone registration system, or in person at the Admissions and Records Office.

#### Census Date

The census date is the 20<sup>th</sup> day of instruction and is established by the campus in accordance with the Chancellor's Office guidelines. The date and the established withdrawal procedures are published on the CSUB Website at [www.csub.edu/admissionsandaid/grades\\_transcripts/withdrawal](http://www.csub.edu/admissionsandaid/grades_transcripts/withdrawal).

#### Academic Term

A scheduled term which begins the first day of instruction and ends the last final exam day of the term, and excludes any breaks of five (5) days or more.

#### Short Term

A course offered within a scheduled academic term which is less than four weeks in length.

## **POLICY**

The standard CSUB Refund Policy for mandatory registration fees is as follows:

### **Drop to Lower Fee Category**

A student who drops to a lower fee category will receive a 100 percent refund of the fee differential if the Official Withdrawal is recorded by Admissions and Records by the Census Date (refer to academic calendar for exact date).

### **Complete Withdrawal or Cancellation**

Students who cancel registration or drop all classes prior to the first day of instruction will automatically receive a credit on their account for the full amount of all mandatory fees. After census date, non-financial aid payments will be refunded and returned to the students at the mailing address on file in the Records Office. Financial aid refunds will be handled as outlined in the financial aid section of this policy.

If a student has received their financial aid for a term, but drops all classes before the first day of the term, 100 percent of all financial aid funds paid to the student must be returned.

### **Full Term Classes**

Students will be entitled to a full refund of mandatory fees and nonresident tuition if they cancel their registration or drop all courses prior to the first day of instruction for an academic term.

Students who drop on or after the first day of instruction will receive a pro-rata refund up to the 60 percent point in the term. The pro-rata percentage is determined on the basis of the official date of the student's withdrawal and the length of the academic term. Students will not be entitled to any refund after the 60 percent point in the academic term.

### **For Example**

The first day of instruction for the fall semester is August 22<sup>nd</sup>, the final day of the exam period is December 14<sup>th</sup>, and there are no breaks longer than five (5) days. The length of the academic period is 115 days. The 60 percent point in the term is day 69, which falls on October 29<sup>th</sup>. No student who withdraws after October 29<sup>th</sup>, is entitled to a refund. If a student withdraws on October 29<sup>th</sup>, the campus has "earned" 60 percent of the student's fees and the student is entitled to a refund of 40 percent of the fees.

### **Short Courses**

Non-standard terms or short courses of less than four weeks (27 days or less) in length are not entitled to any refund unless the student cancels registration prior to the first day of scheduled instruction. Students who completely withdraw by this date will receive a full refund of mandatory fees and nonresident tuition.

**Petition for Refund**

A student who does not qualify for an automatic refund based on the above related guidelines has the option to petition for a refund due to exceptional circumstances. The student may complete the “Petition for Refund of Fees” form and submit their request to the Office of Student Financial Services. Any documentation which will help support your request, such as, military orders, doctor approved medical forms, etc., should be submitted along with your Petition for Refund of Fees form. This form may be obtained online or from the Student Financial Services located at Administration East. Your request will be reviewed and you will receive written notification of the campus’ decision within 4-6 weeks of submittal.

**Penalty Fees**

Penalty fees are not subject to refund.

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HISTORY:	09/29/2017
APPROVED:	J Oberlies
REVISION:	TBD