

Fee Refund Policy

Refund for Enrollment Fees

A Request for Refund Form must be filled out in **person** at the Bursar's Office after dropping classes online or by telephone registration or at the Admissions counter. **No refund requests will be accepted by fax or over the telephone.**

6-Week Classes Resident & Nonresident Students

The deadline for refund for full intersession classes that begin the week of Monday, June 23, 2008 is **Monday, June 30, 2008** at 7:00 p.m. Resident and nonresident students will receive 100% refund less the \$10.00 processing fee if the refund form is completed by the refund deadline, **June 30, 2008 at 7 p.m.**

Other Refund Information

- If students request a refund for a parking permit, the permit must be returned to the Bursar's Office when they complete the Request for Fee Refund Form within the refund deadline date.
- If fees were paid with a credit card, students may receive a credit to that account by presenting the card used by the refund deadline. Fees paid using cash or check will be refunded by check in the mail.
- Refund checks will be mailed by the end of **August 2008.**
- Refunds for production and copy cards will be granted during the refund period if cards are unused, unsigned and presented with a register receipt.
- A \$10 refund processing fee will be assessed to every refund where enrollment fees are being returned. The processing fee will not apply to refunds for College-cancelled classes or special administrative drops.
- Students may not place a stop payment on checks.

Stop payments will be financially obligated and additional fees will be applied.

- **Refunds are not automatic** — students must request a refund in person within the published deadlines to qualify. Money paid and not refunded does not transfer to future semesters.
- Students may apply for a Board of Governors Fee Waiver (BOGW) at any point within the academic year. If they are determined eligible for a BOGW, they are eligible for that assistance for the remainder of the academic year. To be reimbursed for fees paid, a Request for Fee Refund form must be completed in person at the Bursar's Office no later than June 30. Students applying for a BOGW refund after the refund deadline of any term will be refunded only the enrollment fees paid.

Owing a Debt to the College

Mt. SAC will withhold grades, transcripts, degrees, registration privileges, or any other combination thereof, from any student or former student who has failed to pay a proper financial obligation due to the College (*e.g., returned check, unpaid loan, equipment breakage, unpaid library fine, financial aid overpayment*). Any item or items withheld shall be released when the student satisfactorily meets his/her financial obligation. When the outstanding financial obligation owed to the College is sent to our collection agencies, the collection cost incurred will be added to the original amount owed. Returned checks must be paid in the form of cash, credit card, money order or a cashier's check, and a returned check charge of \$25 will be added to the amount of the check.

Students are responsible for dropping classes they do not plan to attend. Failure to drop will result in an obligation and an "F" letter grade on a student's transcript.



Kick Start With Cash.

Is money funny? Don't let that stop you from enrolling at Mt. SAC. You may qualify for our super financial aid packages to cover fees, books, living expenses. Kick start your future today!

Attend our **Step-by-Step Financial Aid Workshop** on Sat., May 31, 10 a.m. to 2 p.m. Call (909) 594-5611, ext. 4458 for an appointment.