

Chapter 5 - Student Services

AP 5020 Non-resident Tuition

References:

Education Code Sections 76140 et seq.

Tuition Payment

Non-resident students of California are required to pay tuition which is established by the Board of Trustees according to education code, in January of each year, to be effective the following Fall semester. F-1 Visa students are required to pay an additional amount per unit which is calculated on the amount expended by the College for capital outlay in the preceding year divided by the total full-time equivalent students.

Tuition may be paid by certified or cashier's check, cash, or credit cards. First party personal checks on local banks with credit reference may be accepted. A portion of the tuition fee may be refunded on a prorata basis under certain circumstances. The Bursar's Office should be contacted for details.

Non-Resident Tuition Refund Procedure

If students who have paid tuition charges withdraw or reduce programs, they should immediately apply to the Bursar's Office for a refund. The amount of the refund will depend on the time of submission of application for refund, and will be prorated accordingly. The application for refund is available at the Bursar's Office and the refund itself will be paid by the Auxiliary Services Office.

Application for Refund for Non-Resident Students

- A. Refunds are applicable to the maximum number of units. Refunds of 100% will be made by the Bursar's Office for the following reasons only:
1. If a student is mistakenly determined to be a non-resident, and the tuition is paid, such tuition is refundable in full, provided acceptable proof of State residence is presented to the Admissions and Records Office within the period for which the tuition was paid.
 2. If a student is allowed to enroll and pay tuition, and is later disqualified to attend that semester, tuition is refundable in full.
 3. If a class is cancelled, any tuition paid for enrollment in that class is refundable in full.
 4. Non-resident student reducing enrollment or withdrawing completely before instruction begins will receive full refund of tuition paid, less a \$10 service charge.
- B. Withdrawal from Enrollment or Reduction of Units Enrolled is subject to a service charge of \$10.

C. Time Limit for Submission of Application for Refund

	<u>Semester</u>	<u>Short Term Classes</u>
Week Before instruction begins	100%	100%
Week in which instruction begins	100%	75%

Second week of instruction	75%	50%
Third week of instruction	50%	25%
Fourth week of instruction	25%	none
After fourth week of instruction	none	none

NO REFUNDS WILL BE PROCESSED AFTER THE FOURTH WEEK OF A SEMESTER OR SECOND WEEK OF 6-9 WEEK SUMMER SESSION. DATES WILL BE ESTABLISHED FOR WEEKS OF INSTRUCTION AT THE BEGINNING OF EACH SEMESTER AND SUMMER SESSION.

If a refund is prorated within \$10 or less, there will be no refund granted or service charge rendered.

The Mt. San Antonio College Catalog and Schedule of Classes contain the most recent information regarding non-resident tuition. These documents are updated regularly for currency and correctness.

Reviewed: May 6, 2014

Reviewed: June 9, 2015