

Petition for Refund of Enrollment Fees

Long Beach City College

(This is NOT an appeal form)

California Administrative Code Title 5, Division 6, Section 58508, Refunds:

(a) A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course. (For example, the 10 percent point for a nine week course would be one week).

(b) A student shall be allowed at least two weeks from the final qualifying date of the program change specified in subdivision (a) to request an enrollment fee refund.

(c) A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to section 55202(g) where the student fails to meet a prerequisite.

For example, if you were dropped by your instructor you will not receive a refund unless you file this form by the fourth week of a regular term class (18 week) or by the third week in 15, 9, or 6 week courses.

Name: _____ Student I.D. Number: _____

Term: _____ Class Name (e.g. Psych 1): _____

Class Number (e.g. 12345): _____

Date Student Dropped the course: _____

Date Faculty Dropped the course: _____

Office use only:

Date request was submitted: _____ Approved/Not Approved (circle one)

Reason for decision:
