

BP 5904 Late Refunds

Reference:

Title 5 section 58508

5904.1 Established Deadline for Refunds

The deadline for a refund for semester length classes is the end of the second week, or for non-standard length classes (either shorter or longer than the semester) the deadline for a refund is 10 percent of the meeting days of the class.

5904.2 Approval for Late Refunds

A student who misses the established deadline for a particular class may obtain a refund if a petition to the Student Business Office is approved.

5904.3 Documentation of Extenuating Circumstances

If the refund deadline is missed, the student must demonstrate extenuating circumstances and provide appropriate documentation as part of the petition process. Extenuating circumstances are verified cases of accidents, illnesses, or family or work obligations, or other circumstances beyond the control of the student. The Student Business Office will make the final determination of the validity of the documentation for extenuating circumstances.

5905.4 Consideration of Late Refund Petitions

The extenuating circumstances must have occurred prior to or up through the established refund deadline for the class and term in question in order for the student to be eligible for the refund.

5904.5 Deadline for Consideration of Late Refund Petitions

The Petition for Late Refund form and all supporting documentation for late refunds must be submitted no later than the end of the term in which the class in question is offered.

Approved 03/10/10