



Office of Admissions and Records

25555 Hesperian Blvd.
Hayward, CA 94545
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www.chabotcollege.edu/admissions

APPLICATION FOR REFUND OF FEES

ENROLLMENT FEE REFUND/NON-RESIDENT TUITION REFUND POLICIES:

1. No refunds will be given to the students who withdraw from classes after the no-grade-of-record (NGR) deadline. Please refer to the Academic Calendar for date.
2. Requests for refunds must be filed by the last day of instruction in the semester for which the fee was paid.
3. Credit balances do not carry over to the next semester/term.
4. Non-resident and International tuition refunds will be given as follows:
 - Prior to the first day of instruction: 90%
 - During the first week of instruction: 75%
 - After the first week of instruction: No Refund
5. A \$10 processing fee will be subtracted from each enrollment fee refund. No processing fee will be charged if classes were cancelled by the College. The student health fee and student activity fee are not refundable.
6. Refund applications will be processed by the Office of Admissions and Records and, upon approval, will be forwarded to the Chabot-Las Positas Community College District Business Office where checks will be mailed approximately six weeks.

I understand the conditions of the policy stated above.

TERM: Fall Spring Summer Year: _____

STUDENT IDENTIFICATION					
Student ID Number (REQUIRED)	Last Name	First Name	Middle Name		
W ____ - ____ - ____					
MAILING ADDRESS					
Number and Street	Apt. #	City	State	ZIP	Telephone
					()
STUDENT'S SIGNATURE: <input checked="" type="checkbox"/>					Date

REASON FOR WITHDRAWAL: (Please check)

- | | |
|---|---|
| <input type="checkbox"/> Became employed/unemployed | <input type="checkbox"/> Class cancelled by college (no processing fee) |
| <input type="checkbox"/> Personal/family concerns | <input type="checkbox"/> Schedule conflict |
| <input type="checkbox"/> Financial need | <input type="checkbox"/> Other (list): _____ |
- Comments: _____

ADMISSIONS OFFICE USE ONLY

ENROLLMENT FEE SUBJECT TO REFUND	\$
DIFFERENTIAL FEE SUBJECT TO REFUND	\$
NONRESIDENTIAL TUITION TO REFUND ____%	\$
LESS \$10.00 PROCESSING FEE	(\$10.00)
OTHER	\$
AMOUNT OF REFUND	

Prepared by _____ Approved by _____ Director of Admissions and Records Date _____

BUSINESS OFFICE USE ONLY

Total amount refunded \$ _____ By _____