

# Special Action for Refund of Enrollment Fees

## Long Beach City College

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

(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.

Long Beach City College Administrative Regulation 5015.9 – Appeal for Extenuating Circumstances:

The appropriate administrator shall be responsible for adjudicating all appeals as indicated below:

1. Dean of Admissions – Nonresident tuition, instructional fees, and enrollment fees.
2. Dean of Student Affairs – Associated Student Body and parking fees

4020.3: Extenuating circumstances shall be defined as reasons for absence beyond the control of the student. Typical examples of such circumstances would be extended illness, hospitalization, court appearances, or death in the immediate family.

**(Please attach your explanation to your petition, the document must be typed, signed, and dated)**

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First

Primary Telephone \_\_\_\_\_ Email \_\_\_\_\_

Term: \_\_\_\_\_ Class Name (e.g. Psych 1): \_\_\_\_\_

Class Number (e.g. 12345): \_\_\_\_\_

Date Student Dropped the course: \_\_\_\_\_

Date Faculty Dropped the course: \_\_\_\_\_

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### **Office use only:**

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

Reason for decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_