

# UNIVERSITY EXTENDED EDUCATION

## Refund Petition Form



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

Date: \_\_\_\_\_

PLEASE PRINT

\_\_\_\_\_ CSUF Student ID or Social Security Number E-mail Address \_\_\_\_\_

\_\_\_\_\_ Last Name First Name Middle Initial \_\_\_\_\_

\_\_\_\_\_ Street Address City State Zip \_\_\_\_\_

\_\_\_\_\_ Telephone Number (Work) Telephone Number (Home) Telephone Number (Cell) \_\_\_\_\_

\_\_\_\_\_ Subject Area and Catalog Number (e.g., MKTG-101) or Class Title Class Number Semester \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ Start / End Dates of Class Number of Class Meetings Attended Date of Last Class Meeting Attended \_\_\_\_\_

**Please state below why you are requesting an exception to the refund policy.**

Be specific and provide as much detail as possible. If you need more space, please attach an additional sheet of paper and any documentation of the circumstances that led to this petition.

You will be notified by mail or telephone when a decision has been made. Please allow six weeks for the review of your petition.

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\_\_\_\_\_

Please complete and submit this form as follows:

**Fax:** 657.278.2088

**Mail or in person:** Refund Petition Committee  
University Extended Education  
Cal State Fullerton  
2600 Nutwood Ave., Suite 100  
Fullerton, CA 92831

Should you have any questions, please call 657.278.2611

PLEASE SEE OTHER SIDE

## Refund Petition Process

**Please read the UEE Refund Policy below carefully—before submitting a petition.** Students who do not qualify for a refund based on this policy may only petition for a refund if they have experienced and can document extraordinary and compelling circumstance, such as compulsory military service. Financial hardships and time constraints due to other commitments are not considered extraordinary and compelling circumstance.

Refund petitions are evaluated by the UEE Refund Committee, with careful attention to the facts of your fee payment situation and of the UEE official refund policy (see below). This refund policy is published in our class schedule each semester, as well as on our website [www.csufextension.org](http://www.csufextension.org).

You will be notified by mail when a decision has been made on your refund petition. Please allow five to six weeks for a response.

## UEE Refund Policy

**Please note that all refunds are based on the date an official withdrawal is received in the UEE office.**

### Courses that Meet in Classrooms

- ◆ If you drop at least one working day prior to the course start date, a full refund less \$10 per course dropped will be issued.
- ◆ When a course is dropped on the day of the first class meeting or later, eligibility for a refund will be based on the total number of class meetings.
  - Four or Less Class Meetings – There is no refund.
  - Five or More Class Meetings:
    1. Your official withdrawal needs to be received in the UEE office before 25% of the class meetings have elapsed to receive a 65% refund.
    2. There will be no refund for classes with five meetings or more, if the official withdrawal is received in the UEE office after 25% of the class meetings have elapsed. (For example, there would be no refund for withdrawals after three meetings of a 12-meeting course, because 25% of the class meetings have elapsed.)

### Online Courses

- ◆ If you drop at least one working day prior to the course start date, a full refund will be issued less \$10 per class dropped.
- ◆ If less than 25% of the calendar days for the course have elapsed, a 65% refund will be issued.
- ◆ If 25% or more of the calendar days for the course have elapsed, there will be no refund.

### CD-Based Courses

There will be no refund once enrolled in a CD-based course.

***If you have any questions, please contact the UEE office at 657-278-2932.***

