

UNIVERSITY EXTENSION REFUND PETITION PROCESS

CERTIFICATE/CONTINUING EDUCATION UNIT (CEU) CLASSES

Students who do not qualify for a refund based on the University Extension policy may only petition for a refund if they have experienced and can document extraordinary and compelling circumstance (s), such as compulsory military service.

Refund petitions are evaluated by the University Extension Refund Committee, with careful attention to the facts of your fee payment and of the University Extension official refund policy (see below).

The refund policy is also available on our website: extension.fullerton.edu/refund-policies.aspx

You will be notified by email when a decision has been made regarding your refund petition.
Please allow approximately 4 - 6 weeks for a response.

UNIVERSITY EXTENSION REFUND POLICY

The refund policy varies depending on which program category your class falls under (as listed below). All refunds are based upon the date an official drop request is received in the University Extension office, the amount of class time/meetings that had occurred at the time of the drop request, and the student’s attendance/participation in the class.

Please note:

- When paying by credit/debit card a 2.65% service fee is incurred and non-refundable.
- **DROPS ARE NOT AVAILABLE ONLINE.** To drop a class, please contact the University Extension office directly by phone (657) 278-2611 or email EIPconnect@fullerton.edu

EXTENSION & CERTIFICATE COURSES

Virtual (synchronous/asynchronous), Online, Hybrid, & In-Person Courses

Drop Periods	Refund
One Working Day Prior to Class	Full Refund; Minus \$10 drop fee (per class)
Less than 25% of the calendar days for the course have elapsed	65% will be refunded
If 25% or more of the calendar days for the course have elapsed	No refund

More information on next page

REFUND PETITION FORM

Date	Last Name	First Name	CWID	
Address		City	State	Zip
Preferred Phone Number	Email		Term	
Subject/Catalog (e.g. SBAE 4518) or Class Title		Schedule Number	Start Date	End Date
Number of Class Meetings Attended	If In Person, Date of Last Class Meeting Attended		If Online, Date Last Accessed Canvas	

Transfer Request (Optional):

If approved for a full refund, and you would like your refund transferred to another course, please identify the course, Schedule number and term.

Course Catalog Number (e.g. SBAE 5765) _____ Class Title _____

Schedule Number _____ Term _____

PLEASE STATE BELOW WHY YOU ARE REQUESTING AN EXCEPTION TO THE REFUND POLICY.

To help us process your petition efficiently, **please include detailed information and provide any relevant supporting documents.** Should you need additional space, feel free to attach an extra sheet of paper. You will receive an email notification once a decision has been reached. Please allow up to six weeks for the review process.

Submit completed form and supporting documents by mail or email to:

Email: EIPconnect@fullerton.edu

Mail: Refund Petition Committee
CSUF University Extension
2600 Nutwood Ave., Suite 950
Fullerton, CA 92831