



REFUND PETITION FORM

Extension and International Programs

Please Print Clearly

Date CWID Email

Last Name First Name Middle Initial

Street Address City, State Zip Code

Phone Number (Mobile) Phone Number (Home) Phone Number (Work)

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 and email when a decision has been made. Please allow **six weeks** for the review of your petition .

Multiple horizontal lines for writing the petition details.

Please complete and submit this form as follows:

Fax: (657) 278-2088
Mail or in person: **Refund Petition Committee**
Extension and International Programs
Cal State Fullerton
1111 N. State College Blvd., Suite 1117
Fullerton, CA 92831



EIP Refund Petition Process

Please read the EIP 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 (s), such as compulsory military service. Financial hardships and time constraints due to other commitments are not considered extraordinary and compelling circumstance (s).

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

The refund policy is also available on our website: <http://extension.fullerton.edu/professionaldevelopment> (click on “Current Students”, then “Program & Course Policies”, then “Refunds”).

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

EIP 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 withdrawal request is received in the EIP office.

Please note: DROPS ARE NOT AVAILABLE ONLINE. To drop a class, please contact the EIP office directly by phone [\(657\) 278-2611](tel:657-278-2611) or in person at 1111 N. State College Blvd., Suite 1117, Fullerton, CA 92831.

Extension & Certificate Courses

In-Person Courses (Courses that meet regularly in a classroom facility)

- If you drop at least one working day prior to the class 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 by the EIP office before 25% of the class meetings have elapsed to receive the maximum 65% refund.
 2. There will be no refund for classes with five meetings or more, if the official withdrawal is received by the EIP 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.

Open University, Enrollment for all Academic Terms (Winter, Spring, Summer, Fall)

(classes taken for degree credit)

Please visit www.ou.fullerton.edu. Go to “Fees-Resources”, click on “Fees-Resources” and then scroll down to “Refund Policy”.

To access the page directly please go to: <http://ou.fullerton.edu/Fees-Resources#refund-policy>.

Questions? Please call [\(657\) 278-2611](tel:657-278-2611) or contact EIPconnect@fullerton.edu.