

# REFUND PETITION FORM

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 .

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**Please complete and submit this form as follows:**

Email: [eipconnect@fullerton.edu](mailto:eipconnect@fullerton.edu)  
Mail: **Refund Petition Committee**  
Extension  
Cal State Fullerton  
2600 Nutwood Ave., Suite 950  
Fullerton, CA 92831

# Extension Refund Petition Process

Please read the Extension 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 Extension Refund Committee, with careful attention to the facts of your fee payment and of the Extension official refund policy (see below).

The refund policy is also available on our website: [extension.fullerton.edu/refund-policies.aspx](https://extension.fullerton.edu/refund-policies.aspx)

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.**

## 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 withdrawal request is received in the Extension office.

**Please note: DROPS ARE NOT AVAILABLE ONLINE.** To drop a class, please contact the Extension office directly by phone [\(657\) 278-2611](tel:6572782611) or email [eipconnect@fullerton.edu](mailto:eipconnect@fullerton.edu)

### 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 Extension 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 Extension 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 [extension.fullerton.edu/ou](https://extension.fullerton.edu/ou).

To access the page directly please go to [extension.fullerton.edu/refund-policies.aspx](https://extension.fullerton.edu/refund-policies.aspx) and scroll down to Open University classes

Questions? Please call [\(657\) 278-2611](tel:6572782611) or contact [EIPconnect@fullerton.edu](mailto:EIPconnect@fullerton.edu).

Cal State Fullerton