Refunds of basic registration fees and non-resident tuition fee are calculated exactly the same for all students: resident, non-resident, and foreign.

Partial Refunds (Full-time to Part-time)
Partial refunds are for students that have dropped units and caused their enrollment status to change from full-time (7+ units) to part-time (0-6 units) during the campus designated drop period.

<table>
<thead>
<tr>
<th>Refund Period</th>
<th>Basic Registration Fees</th>
<th>Non-Resident Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Sept 11</td>
<td>The $ amount difference between full-time and part-time.</td>
<td>The $ amount of dropped units.</td>
</tr>
<tr>
<td>Sept 12 – Dec 21</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Prorated Refunds (Complete Withdrawal from the University)
Students who have completely withdrawn from the University during the term will receive a prorated refund of mandatory fees, including non-resident tuition fee. The prorated refund is based on the number of days in the term in which the student was enrolled. A student withdrawing after the 60% point in the term will not be eligible to receive a refund of basic registration fees or non-resident tuition fee.

<table>
<thead>
<tr>
<th>Refund Period</th>
<th>Basic Registration Fees</th>
<th>Non-Resident Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Aug 25</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Aug 25 – Oct 31</td>
<td>See Daily Refund Proration Table on next page.</td>
<td>See Daily Refund Proration Table on next page.</td>
</tr>
<tr>
<td>Nov 1 – Dec 21</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

IMPORTANT!
- A $5.00 refund processing fee will be deducted from all refunds.
- Refunds are automatically generated for students who drop courses through the add/drop period which is the first through second week of classes. All student overpayments will be automatically refunded after the add/drop deadline.
- Check payments require forty days to elapse (from the original payment date) before refund can be processed to allow time for the funds to clear. Any payment made by credit card will be credited back to the same credit card that was used for the payment.
- For special sessions of less than four (4) weeks, no refund of basic registration fees and non-resident tuition will be made unless a student cancels registration or drops all classes prior to the first day of classes in accordance with University’s established procedures and deadlines.

Special Circumstance Refunds
Students will also receive a refund of mandatory fees, including non-resident tuition fee under the following circumstances:
- The tuition and mandatory fees were assessed or collected in error;
- The course for which the tuition and mandatory fees were assessed or collected was cancelled by the University;
- The University makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and delayed decision was not due to incomplete or inaccurate information provided by the student, or;
- The student was activated for compulsory military service.

Refund Appeals
Students who are not entitled to a refund as described above may petition the University for a refund demonstrating exceptional circumstances and the Chief Financial Officer of the University or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the University. An Application to Appeal for Reversal of Fees form is available at the Student Contact Center (UH-180) and online (http://sfs.fullerton.edu/Forms/Appeals.pdf). Any documentation to support a refund appeal MUST be submitted with the appeal form to Student Account Services, UH-180.

Failure to follow formal University procedures regarding cancellation of registration or withdrawal from the institution.
Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University’s official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Admissions and Records office.

PARKING REFUNDS
Please see Parking Refunds.
### Fall 2012 Daily Refund Proration Table

**Day in Term** | **Date in Term** | **% of Fees Retained** | **% of Fees Refunded**
--- | --- | --- | ---
1 | 25-Aug | 0.9% | 99.1%
2 | 26-Aug | 1.8% | 98.2%
3 | 27-Aug | 2.7% | 97.3%
4 | 28-Aug | 3.6% | 96.4%
5 | 29-Aug | 4.5% | 95.5%
6 | 30-Aug | 5.4% | 94.6%
7 | 31-Aug | 6.3% | 93.8%
8 | 1-Sep | 7.1% | 92.9%
9 | 2-Sep | 8.0% | 92.0%
10 | 3-Sep | 8.9% | 91.1%
11 | 4-Sep | 9.8% | 90.2%
12 | 5-Sep | 10.7% | 89.3%
13 | 6-Sep | 11.6% | 88.4%
14 | 7-Sep | 12.5% | 87.5%
15 | 8-Sep | 13.4% | 86.6%
16 | 9-Sep | 14.3% | 85.7%
17 | 10-Sep | 15.2% | 84.8%
18 | 11-Sep | 16.1% | 83.9%
19 | 12-Sep | 17.0% | 83.0%
20 | 13-Sep | 17.9% | 82.1%
21 | 14-Sep | 18.8% | 81.3%
22 | 15-Sep | 19.6% | 80.4%
23 | 16-Sep | 20.5% | 79.5%
24 | 17-Sep | 21.4% | 78.6%
25 | 18-Sep | 22.3% | 77.7%
26 | 19-Sep | 23.2% | 76.8%
27 | 20-Sep | 24.1% | 75.9%
28 | 21-Sep | 25.0% | 75.0%
29 | 22-Sep | 25.9% | 74.1%
30 | 23-Sep | 26.8% | 73.2%
31 | 24-Sep | 27.7% | 72.3%
32 | 25-Sep | 28.6% | 71.4%
33 | 26-Sep | 29.5% | 70.5%
34 | 27-Sep | 30.4% | 69.6%
35 | 28-Sep | 31.3% | 68.8%
36 | 29-Sep | 32.1% | 67.9%
37 | 30-Sep | 33.0% | 67.0%
38 | 1-Oct | 33.9% | 66.1%
39 | 2-Oct | 34.8% | 65.2%
40 | 3-Oct | 35.7% | 64.3%

**Last day for Partial Refund**
September 11

**Last Day for Prorated Refund**
October 31