

# REFUND POLICY

In Accordance with California State Regulations and Coast District Policy, registration fees will be refunded according to the following:

## Enrollment, Non-Resident, Material Fees

100% refund of fees paid at registration for each class dropped by the refund deadline. No refund will be made after the refund deadline. There are no exceptions.

## Health Fee, College Service Charge, Student Representation Fee

100% of the fees paid at registration will be refunded if the student totally withdraws from all classes by the refund deadline for each class. No refund will be made after the refund deadline. There are no exceptions.

## Parking Permit

Return the parking permit (If purchased) in person or by mail. The Parking Permit must be postmarked or returned to the Public Safety Office on or before the earliest refund deadline on your official Student Class Program. On your MyCoast Portal, Click on the Registration Link, then Student Class Program under Registration Tools.

## To Be Eligible for a Refund

Students must officially withdraw from classes by the refund deadline. Refer to the Student Class Program/Web Schedule Bill on the Student tab of the MyCoast Portal page or see Dates to Remember. It is the student's responsibility to officially withdraw from classes and to verify all withdrawals. An instructor may drop students for non-attendance. Instructors are not responsible for making sure drops are made by the refund deadline. If the student has not been dropped from the class by the instructor, the student is responsible for withdrawing from the class by the refund deadline. Students who are officially enrolled in a class after the refund deadline will not be eligible for a refund. There are no exceptions.

## Refund Processing

Refunds will be automatically processed every week beginning the first week of registration of the semester in which the fees were paid and each week thereafter until the end of the term. Official withdrawals made in accordance with the refund policy and by the withdrawal deadline will generate a credit balance on the student account.

## Online Credit Card Payment Refunds

Registration fee payments made by credit card through MyCoast Portal will be refunded to the same credit card used for payment. Allow 6-10 business days for the refund to post. If the credit card used to pay fees is no longer valid, it is the student's responsibility to notify the Admissions and Records Office once the credit has been posted to the student's account and prior to the refund being processed. The refund will be converted to a check refund upon proper notification.

All requests for review of account summary must be made within one-year grace period from the semester in which the fees were assessed. Such petitions are subject to review.

## On Campus Payment Refunds

Fee payments posted on campus, by cash, check, money order or credit card, will be refunded through BankMobile Disbursements, a technology

solution, powered by BMTX, Inc. as either a check, mailed to the mailing address the Admissions and Records Office has on file, direct deposit to an existing bank account or to a BankMobile account depending on the refund choice made by the student. To select a refund preference, log into mycoast.cccd.edu. Once logged in, click on the BankMobile link, which will direct you to the BankMobile Disbursements website where you can select your refund option. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyCoast Portal. Click on the Registration Link, then Update Addresses and Phones, under Update Personal Info.

## Important

Payments made using multiple payment methods (online credit card payments and cash, check or money order) during the current registration period will be refunded to the credit card used for online payments.

Coastline College delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc..

Payments made by credit card online via the student portal will be refunded back to the credit card used to pay the fees.

## Cancelled Classes

If Coastline College cancels a class, registration fees for that class will be refunded. If you purchased a parking decal, it must be returned within two weeks of the class cancellation date.

## Returned Checks

Any check returned unpaid (stop payment or insufficient funds) does not constitute automatic withdrawal from class. A check returned from the bank for any reason is subject to a \$25 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared.