

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

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, which is available via the student tab on your MyCoastPortal portal.

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 MyCoastPortal 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 MyCoastPortal 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 If the credit card used to pay fees is no longer valid, it is the student's responsibility to notify the Admissions and Records Office once the credit has been posted to the student's account and prior to the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 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. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyCoastPortal, under the Student Tab, and then click on Banner Self Service.

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.

Refund checks will now be issued and mailed by BankMobile.

All students who enroll in classes at Coastline College are sent this mailer so that the student may select a fee refund/financial aid disbursement preference. (Concurrently Enrolled High School students will not receive the mailer.)

Payments made by credit card online via your student portal will continue to be refunded back to your credit card.

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.