REFUNDS

To be eligible for a refund you must officially drop your classes by the refund deadline! Withdrawals after the printed refund date for the class are not eligible for refund. For specific deadline dates, refer to your Student Class Program (Web Schedule Bill) on the Student tab of your MySite (MyOCC, MyGWC, or MyCCC) portal page. If an instructor says they dropped you, it is your responsibility to verify the drop.

Use any one of the following methods to officially withdraw from your course/s:

1. Log on to your MySite account and select the Add/Drop Courses option from the Student Tab.
2. Mail a request via U.S. mail (request must be postmarked by the U.S. Postmaster, on or before the refund deadline date).
3. Come in person to the Admissions Office.

*Students are responsible for verifying all withdrawals.*

If you are withdrawing from all your classes and wish to receive a refund for ALL fees, including material fees and parking, you must do the following ON OR BEFORE THE DEADLINE DATE for each of the courses being dropped:

1. Withdraw from classes.
2. Return parking decal (if purchased) in person or by mail. The parking decal must be returned or postmarked on or before the earliest refund deadline on your official Student Class Program, which is available via the student tab on your MySite portal.

If you are withdrawing partially (i.e., one or two classes): You will be eligible for refund for enrollment and materials fees for classes dropped by each class deadline.

Cancelled Classes: If a class is cancelled by the college, registration and material fees for that class will be refunded the third week of the term. The parking decal must be returned within 14 days of the class cancellation date to receive a refund for the parking decal. The parking decal refund applies only to students whose cancelled classes results in total withdrawal from the college.

REFUNDS WILL BE AUTOMATICALLY PROCESSED - Effective August 11, 2010 refunds will be processed every Wednesday 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. Once you have officially dropped your courses by the refund deadline, you will see a credit balance on your account for fees paid for those courses. Most payments made by credit card through your MySite after July 1, 2010 will automatically be refunded to the credit card used for payment. For payments made prior to this date, or payments made in person, via check, cash, credit card or money order, refunds will be issued via check and mailed to the address the Admissions Office has on file. Please verify that your address on file is correct. You can update your mailing address via your MySite, under the Student Tab, and then click on Self Service – Personal Information – Update Addresses.

*All refunds will be issued by check or credit card. No cash refunds will be issued. *

Attention Coastline Contract Education Program Students:
The above Refund Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment policy and Deadlines, view the Military Programs Academic Calendar at http://military.coastline.edu/general/dates.cfm

FOR ADDITIONAL INFORMATION CLICK ON A LINK BELOW:

www.coastline.edu  www.goldenwestcollege.edu  www.orangecoastcollege.edu