

TUITION AD FEES OFFICE

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IMPORTANT REGULATIONS

Title 5 stipulates that a community college district shall refund upon request any enrollment fees paid by a student for program changes made during the first two weeks of instruction for a full term course, or by the 10% point of the length for a short term course (deadline dates are available online at <https://www.ccsf.edu/Schedule>) in addition, a community college district shall not refund or remove outstanding fee balances for any enrollment fee for program changes made after the first two weeks of instruction for a full term course or after the 10% point of the length for a short term course unless the program change is the direct result of action 0.118 Tuesday, February 24, 2024, Faates.

There are no provisions in Title 5 that grants a community college district the authority to consider or authorize a retroactive drop for the purposes of avoiding a "W" or to seek an enrollment fee refund unless the district took action to cancel or reschedule the class, question or to drop a student because s/he did not meet the prerequisite. These are the only circumstances where a retroactive drop will p

I am appealing the fees for the following courses:

CRN	Subject/Course	Semester

Students who wish to appeal their student account balance must meet at least one of the following exceptions (Check all that apply):

- Unable to meet the prerequisite
- Military Withdrawal
- Institutional Error

Submission Checklist Before submitting this form, make sure you have all required documents:

- Written or typed statement detailing reason for appeal
- Supporting Documentation

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