

UEE Refund Petition Process

Please read the UEE Refund Policy below carefully—before submitting a petition. Students who do not qualify for a refund based on this policy may only petition for a refund if they have experienced and can document extraordinary and compelling circumstance (s), such as compulsory military service. Financial hardships and time constraints due to other commitments are not considered extraordinary and compelling circumstance (s).

Refund petitions are evaluated by the UEE Refund Committee, with careful attention to the facts of your fee payment and of the UEE official refund policy (see below).

The refund policy is also available on our website <http://extension.fullerton.edu/professionaldevelopment> (click on “Current Students”, then “Policies”, then “Refunds”).

You will be notified by mail when a decision has been made regarding your refund petition. **Please allow five to six weeks for a response.**

UEE Refund Policy

The refund policy varies depending on which program category your class falls under (as listed below). All refunds are based upon the date an official withdrawal request is received in the UEE office.

Please note: **DROPS ARE NOT AVAILABLE ONLINE.** To drop a class, please contact the UEE office directly by phone (657)278-2611, or in person at 2600 Nutwood Ave, Suite 100, Fullerton CA 92831.

Extension & Certificate Courses

In-Person Courses (Courses that meet regularly in a classroom facility)

- ◆ If you drop at least one working day prior to the class start date, a full refund less \$10 per course dropped will be issued.
- ◆ When a course is dropped on the day of the first class meeting or later, eligibility for a refund will be based on the total number of class meetings.
 - Four or Less Class Meetings – There is no refund.
 - Five or More Class Meetings:
 1. Your official withdrawal needs to be received by the UEE office before 25% of the class meetings have elapsed to receive the maximum 65% refund.
 2. There will be no refund for classes with five meetings or more, if the official withdrawal is received by the UEE office after 25% of the class meetings have elapsed. (For example, there would be no refund for withdrawals after three meetings of a 12-meeting course, because 25% of the class meetings have elapsed).

Online Courses

- ◆ If you drop at least one working day prior to the course start date, a full refund will be issued less \$10 per class dropped.
- ◆ If less than 25% of the calendar days for the course have elapsed, a 65% refund will be issued.
- ◆ If 25% or more of the calendar days for the course have elapsed, there will be no refund.

Online-Open Enrollment Classes (Virtual ED)

- ◆ Dropping prior to the beginning of a published class start date: If you drop at least one working day prior to the published class start date, a full refund less \$10 per class dropped will be issued.
- ◆ Dropping on the day of the published class start date and after: There will be no refund.

Open University, Enrollment for all Academic Terms (Intersession, Spring, Summer, Fall)

(classes taken for degree credit)

Please visit www.ou.fullerton.edu. Go to “Student Information” and then click on “Refund Policy for Open University.” To access the page directly please go to: <http://www.ou.fullerton.edu/student-information.aspx#refund>

If you have any questions, please contact UEE Student Services at (657)278-2611.

