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Admission and Registration



Section 2

Admission and Registration

Admissions Policy

Any person who meets one of the following requirements is eligible to attend Palomar College:

- Has graduated from an accredited high school
- Is a non-high school graduate 18 years of age or older
- Has passed the California High School Proficiency Examination (CHSPE), or Certificate of Equivalency (G.E.D.)
- Is a minor who may profit from instruction and has permission of the local high school district
- Has petitioned for special admission and obtained approval from parent/guardian, representative of the school district of residence and Palomar College Director of Enrollment Services (admitted on a permission and space available basis).

Policy of Nondiscrimination

Palomar College offers educational opportunities regardless of group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability. It is the policy of the College that, unless exempted by statute, every course offered and maintained by the District shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets the stated prerequisites for the course.

The District's policy of nondiscrimination covers admission, outreach, educational programs and activities, facilities, access to course offerings, counseling, financial assistance, employment assistance to students, health and insurance benefits and services, athletics, textbooks and curricular material, and employment.

Application for Admission

Anyone who wishes to attend Palomar College must submit a completed application for admission. Students may apply online at <http://www.palomar.edu>.

Admission to Special Programs

Admission to the Dental Assisting Program and the Nursing Program is by special application. For information contact the Health Programs Coordinator, room NO-2, ext. 2279.

Special Admission for Accelerated Students

To be considered for admission, minors must have completed the eighth grade or reached the age of 15, and have permission of the local school district. Home-schooled minors may enroll with permission of the local school district. Minors, under 15 years of age, with permission from a public or private school, and the Palomar College instructor, may enroll only in courses specified by the local school district or private school. Otherwise, minors under 15 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra. Credit earned is college credit and may also be used as high school credit with consent of the high school. See the Admissions Office for details.

Residency

Information in the following paragraphs summarizes the rules and regulations related to student residency for educational purposes. Details are found in Education Code Section 68090, Title 3, Part 41, Chapter 1, and may be found in the College Library.

Residency is determined when a student applies for admission to the College. The Admissions Office will help with questions and interpretation of the regulations.

Definition of Residence

In law, every person has a residence. There can be one and only one residence. A residence cannot be lost until another is gained. It is the place where one lives when not on vacation or leave. It can be changed only by a combination of act and intent.

Every person who is married or is 18 or older and under no legal restriction may establish a residence. Certain minors may also establish residence.

Residency Status

A California "resident" is a person who has resided in the state for more than one year prior to the residence determination date and shows "intent" to the state of California.

A "nonresident" is a person who has not resided in California for the full one-year period before the residence determination date. A nonresident must pay nonresident tuition in addition to other fees for credit classes. Tuition must be paid in full at registration.

Residence Determination Date

The residence determination date is that day immediately preceding the first day of instruction.

Factors Considered to Determine Residency

The following factors are called "indices of intent." They, along with a person's presence in California, are considered in determining California residency. No one factor decides residency. All evidence is weighed. If any one of the "indices of intent" shows intent only for another state during the one-year period, it may show lack of intent for California:

- Own residential property in California for personal use
- Are licensed to practice a profession in California
- Vote in California
- Pay California State Income Taxes
- Possess a California driver's license and a vehicle registered in California
- Have an active checking and/or savings account in a California bank
- Show a California address on military records
- Possess a marriage license or a divorce decree issued in California
- Have been paying nonresident tuition in another state

Exception to Residency Requirements

There are exceptions to the residency rules. They may include the following:

- Active duty military personnel stationed in California
- Dependents of active duty military personnel stationed in California

- Certain minors who stayed in California when parents moved
- Self-supporting minors
- Full-time employees of Palomar College or a child or spouse of the full-time employee
- Those who attended a California high school for 3 or more years AND graduated from a California high school or attained an equivalent (GED or CHSPE). This exception does not grant California residency or eligibility for any state financial aid.

International Students (F-1 and M-1 Visas)

Palomar College is authorized under federal law to enroll nonimmigrant alien students. The following is required for admission to the regular College program:

- International student application with passport-size photograph
- Confidential financial statement certified by bank official
- Test of English as a Foreign Language (TOEFL) score of 470 (PBT)/150 (CBT) or more
- High School graduate (official transcripts of all secondary and college work must be provided with certified English translation)
- Satisfactory report if attending a language school or another college in the U.S.A.
- Letter of reference
- Doctor's health certification (TB skin test)

Application Deadlines:

For Fall 2011/Overseas applicants.....June 1, 2011
 Applicants within the USAJune 15, 2011
 For Spring 2012/Overseas applicants Oct. 15, 2011
 Applicants within the USANov. 1, 2011
 For Summer 2012/Overseas applicantsMarch 1, 2012
 Applicants within the USA March 15, 2012
 For Fall 2012/Overseas applicants.....June 1, 2012
 Applicants within the USAJune 15, 2012

International students are required to pay nonresident tuition. For informational brochure and/or application forms, contact:

Office of International Education Palomar College
 1140 W. Mission Road
 San Marcos, California 92069-1487 USA
 (760) 744-1150, Ext. 2167
 FAX (760) 761-3592
<http://www.palomar.edu>
intladm@palomar.edu

International students who do not meet the requirements for regular College admission may attend the intensive English language program. For an informational brochure and/or application forms, contact:

California English School
 Palomar College
 1140 West Mission Road
 San Marcos, California 92069-1487 USA
 (760) 591-4930
 FAX (760) 591-4932
ces@palomar.edu

Matriculation Rights and Responsibilities

Matriculation is a process that assists you in choosing, planning, and achieving your educational and career goals. It is Palomar's way of supporting your right to succeed in college. Matriculation is a partnership between you and Palomar College.

Palomar College agrees to:

- Evaluate your English, math, and reading skills
- Help you register for appropriate classes
- Provide you with an orientation, and information on services available, and possible majors and/or careers
- Provide access to counselors and instruction

You agree to:

- Decide upon your major and goal
- Attend an orientation and assessment session
- Work with us to develop an educational plan by the time you have completed 15 units
- Attend and complete courses to make the best use of the time you spend at Palomar

The College may suspend or terminate services to any student who fails to fulfill his/her responsibilities. However, the College may never suspend or terminate any service for which a student is otherwise entitled under any other provision of law. In addition, students may challenge any matriculation requirement or regulation using the petition process.

Prior to registration, all non-exempt students must complete the following steps that apply:

- Submit an application for admission
- Send in all transcripts or previous assessment scores for consideration
- Sign up for, and attend, an assessment and orientation session at the Assessment Center, SU-1, or at the Escondido Center.

New, returning, or transfer students who may be exempted from the matriculation process are students who:

- Already have an associate's or bachelor's degree
- Are attending Palomar for personal enrichment
- Are enrolled only in noncredit community education courses
- Are taking classes only to upgrade job skills
- Are enrolled in apprenticeship or other special vocational education programs
- Are concurrently enrolled in another college or university

Exempt students are not required to participate in the matriculation process, but are encouraged to see a counselor at any time.

Assessment, Advisement and Orientation

What is Assessment?

Assessment is the process the College uses to evaluate your skills in areas such as:

- Reading
- Writing
- Math
- English as a Second Language (ESL)

Assessment (the placement process includes multiple measures), advisement, and orientation are given several times throughout the year for the convenience of new, continuing, returning, and transfer students.

Assessment gives students knowledge of present levels of skills in math, English, and reading. Assessment, along with advisement and orientation, using COMPASS, takes approximately 3 hours, and includes receiving the results.

All students must submit an application for admission before making an appointment for the placement test. Non-exempt students must contact the Student Access/Assessment Center for a reservation ticket. Reservation tickets are issued on a first-come, first-served basis. Seating is limited. Students may also schedule an appointment by e-mail to Assessment@palomar.edu. Students should find the location prior to their appointment since no one will be admitted after the assessment has begun. All three subjects (English, math and reading) will be covered. Students are permitted to be assessed only once per year. Placement is valid for two years.

In addition to taking Palomar's placement test, the following options are also available to students:

1. Students may submit documentation of previous college course work and/or assessment scores from another college. Scores expire after two years; course work does not expire.
2. Non-native English speakers may participate in a specialized placement process. Contact the ESL Department.
3. Special testing conditions are offered for disabled students through the Disability Resource Center (DRC).
4. Students may place themselves in entry-level classes and progress through the curriculum without taking the assessment.

The decision to challenge assessment placement will be made on an individual basis. Please contact the Assessment Office located in the Student Access/Assessment Center, SU-1.

What is Orientation?

Orientation is a process that provides students with information about the College's programs, services, academic expectations, procedures, advising and registration. Orientation follows all areas of assessment. Assessment results will be distributed at the conclusion of the orientation. Students will:

- Receive information about college requirements
- Learn about the requirements for Certificates, Associate and Bachelor's degrees, specific major requirements and general information
- Receive information about assessment recommendations and basic skill levels
- View orientation immediately after scheduled assessment online

When do I need Assessment, Advisement and Orientation?

New students must complete assessment, advisement and orientation before qualifying to register for classes. Students who meet this requirement before the registration period for the next semester will receive an earlier registration appointment.

There are several other options for completing assessment, advisement, and orientation. These include special sessions for:

- Students with disabilities
- English as a Second Language students
- International students

Contact the Student Access/Assessment Center, see the current class schedule, or visit the Website, <http://www.palomar.edu/counseling/ASSM.html>.

What is Educational Planning?

Educational Planning is the process of mapping your courses semester by semester. A counselor will assist you in choosing the appropriate course sequence that best fits your educational goal.

English, math, reading, and study skills are the foundation for success in other college level courses.

Complaints

If you feel that assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint to the Dean of Counseling Services, ext. 2184.

Enrollment Conditions

Many courses and education programs of study have enrollment conditions such as prerequisites, corequisites, or advisories on recommended preparation. These faculty-approved conditions are considered necessary and appropriate to ensure that you are adequately prepared to succeed in the course or educational program.

Enrollment restrictions are defined below. It is your responsibility to meet any and all enrollment conditions.

What is a Prerequisite?

A prerequisite is a condition of enrollment that you are required to successfully ('C' or better) meet in order to demonstrate current readiness in a course or educational program. You may be required to show proof of meeting the prerequisite. Failure to meet the stated prerequisite may result in you being administratively dropped from the course.

What is a Corequisite?

A corequisite is a condition of enrollment consisting of a course that you are required to simultaneously take in order to enroll in another course. Failure to enroll in the stated corequisite will result in you being administratively dropped from the course.

What is an Advisory on Recommended Preparation?

Recommended preparation is a condition of enrollment that you are advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. If you believe that you have satisfied the advisory by means other than the stated advisory, you are urged to consult with the appropriate department to determine your readiness to enroll in the course or educational program.

Are there other limitations on enrollment?

Yes. Enrollment in certain courses or educational programs of study may require try-outs, auditions, or may be limited by health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements imposed by statutes, regulations or contracts. All such limitations are in conformity with the provisions of Title 5, Section 58106, California Community Colleges Board of Governors.

What if I don't have the necessary prerequisites or corequisites?

You may not be permitted to enroll in a class for which you cannot demonstrate you have met the prerequisite, or are enrolled in the corequisite. If it is determined after a course begins that you have not met the prerequisite, you may be dropped from the course.

What if I am currently enrolled in the prerequisite when it is time to register for my class? Will I be prevented from enrolling in the next level course?

No. If you are currently enrolled in the prerequisite course at Palomar College, and it is assumed that you will pass the course with a 'C' or better, you will be permitted to enroll in the next level course. If you do not successfully pass the course (D, F, FW, NP/NC, Inc, or W), you will be dropped from the class before the opening day.

Can I challenge a prerequisite or corequisite?

Yes, under certain conditions. Refer to the information on challenges below.

Challenging Prerequisites

You have the right to challenge any prerequisite. A prerequisite or corequisite challenge requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared you for the target course. A Prerequisite or Corequisite Challenge Petition can be obtained from the Admissions & Records Office, the Counseling Center, or an Education Center or Site. Reasons for seeking a Prerequisite and Corequisite Challenge Petition may include one or more of the following:

1. A prerequisite or corequisite has not been made reasonably available.
2. A prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites.
3. You can provide evidence of having the knowledge or ability needed to succeed in the course despite not meeting the prerequisite or corequisite.
4. You may challenge other limitations on enrollment.
5. You may challenge a prerequisite or corequisite established to protect the health and safety of himself, herself, and/or others.
6. A prerequisite, corequisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner.
7. A prerequisite or corequisite is in violation of Title 5.

If space is available in the target course when you file a challenge to the prerequisite or corequisite, the College shall reserve a seat for you and resolve the challenge within five working days. If the challenge is upheld or the College fails to resolve the challenge within the five working day period, you shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, you shall be permitted to enroll if space is available when you register for that subsequent term.

Transcripts/Advanced Standing

Transcripts from other colleges and universities must be received by the Admissions and Records Office no later than the end of the first semester of attendance.

Transcripts received become the property of Palomar College and cannot be returned to the student or forwarded to other schools. If a student has submitted transcripts from another institution, and has not attended within two years or has not applied for graduation, transcripts may be destroyed and must be re-submitted by the student.

Courses, units, and grades from other regionally accredited colleges and universities that are accepted will be applied toward the completion of academic degrees or certificates of achievement at Palomar College. Units accepted may also be applied toward transfer patterns to four-year institutions.

Transcripts from foreign schools or universities must be evaluated by an approved credentials evaluation service.

Refer to the Academic Regulations and Standards section of the catalog regarding acceptance of non-traditional credit.

Student Classification**Freshman**

A credit student who has completed less than 30 semester units.

Sophomore

A credit student who has completed 30 or more semester units, but does not have an A.A. degree.

Unclassified

A registered credit student who, by definition, is neither a freshman nor a sophomore.

Financial Aid Application and Enrollment Fee Waiver

Students are encouraged to apply online for financial aid as early as possible. Sign-in to Student eServices after you complete the online application at www.palomar.edu. You may apply for the Board of Governor's Fee Waiver through the Palomar Financial Aid web page (www.palomar.edu/fa) and expect confirmation within three working days. You may also apply for the fee waiver as part of your FAFSA (Free Application for Federal Student Aid) and confirmation could take up to two weeks.

Current and potential financial aid students are advised to only take courses that are required for their declared program of study at Palomar College.

Enrollment Options**Community Education Classes**

Not for credit courses which support life-long learning. May be either full term or short term.

Community Development Seminars

Noncredit workshops, classes, seminars, activities, and events to help you continue learning throughout your life. Usually taught as evening or weekend courses.

Fast Track

Fast-track courses, which are eight weeks in duration, are offered throughout the calendar year. The work that students complete in a semester-length class is compressed into eight weeks. These classes are intensive, but they allow students to move quickly to advanced study or to a career.

Full Term Classes

A regular semester course of 17 weeks.

Intersession Classes

Courses offered between regular terms.

Late Start Classes

Accelerated courses which are less than 16 weeks, but which must be completed within a semester/session.

Learning Communities

An enriched learning experience linking different courses around a central theme or question. Students must enroll in the whole block of courses, and progress through the semester as a group.

Online Classes

Online classes offer convenience for students with busy schedules. Students must have reliable access to e-mail and the Internet. You can "attend class" at any hour of the day or night, and communicate with your instructor via e-mail or electronic discussion boards as your schedule allows. Attendance at some on campus activities may be required for some on-line classes. Student financial awards may be impacted in certain cases. Please check with the Financial Aid Office for more information. Online classes are academically equivalent to traditional face-to-face classes. For more information, visit our web site at <http://www.palomar.edu/blackboard>.

Saturday Classes

Academic or vocational courses taught on Saturdays, generally in the mornings. May be either full term or short term.

Self-Paced Classes (Open Entry)

Courses which allow flexibility in scheduling, where a student may enroll at any time up to a designated date in the semester/session. Hours of attendance are arranged with the instructor. Depending upon unit value, a specified number of hours must be completed to receive credit.

Short Term Classes

Any course which is less than 17 weeks.

Summer Session

Mini sessions offered during the summer, generally either 6 weeks or 8 weeks in length.

Video Classes

A video class is a college credit course which uses cable television, streaming video, DVDs, and 5-7 campus meetings to deliver instruction. Video classes include video programs, textbooks, assignments, examinations, and class discussion. This type of class allows students to study and complete course work when and where it is convenient for them to do so. Student/Instructor interaction occurs online and at scheduled campus meetings. The course syllabus, other instructional materials, and the streaming video are accessed through the Blackboard online system. Video is also available on cable television and via DVD checkout at the Palomar College San Marcos campus library and some Palomar College sites. Video courses are academically equivalent to traditional campus courses, and satisfy pre-collegiate, elective, or general education requirements toward certificate or A.A. degree programs. For more information, visit www.palomar-tv.com.

Weekend College

Attend classes offered on Friday evening, Saturday and Sunday.

Enrollment Procedures

All new and returning students should submit their application for admission as soon as possible after the date applications are first accepted. Early applications secure earlier enrollment appointments. Check the college calendar in the front pages of this catalog for the dates applications are accepted or check our web page at www.palomar.edu/admissions for the most current information.

The Class Schedule

Students are informed of the enrollment procedure to be followed in the official Class Schedule for each semester.

Online Enrollment

All students may use Student eServices to enroll. Continuing students have automatic eligibility to enroll. New and returning students are also eligible after submitting an Application for Admission at the main campus or at a College Center or online at www.palomar.edu. All students are issued a unique Palomar user ID number, which will be used for enrolling and all other transactions with Palomar. See the Class Schedule for more information.

Procedure for Adding and Dropping Classes

Adds and drops are processed online through Student eServices until the semester deadline date (see Class Schedule). You may be required to obtain a permission number from the instructor to add a class.

All additions to a student's program must be processed within the first two weeks of classes. Exceptions to this deadline include late-start and open-entry classes.

Official Withdrawal

Students must drop classes by using Student eServices. Refer to "Dates and Penalties" below for any penalties which may be imposed.

Unofficial Withdrawal

Students who simply stop attending class and do not drop through Student eServices have unofficially withdrawn. These students may receive an "F" or "FW" grade in every class they stop attending.

Administrative Withdrawal

Administrative withdrawals may occur for academic or disciplinary reasons, or for non-payment of fees. If the administrative withdrawal occurs after the refund period, the student will not be entitled to a refund or waiver of registration fees.

Dates and Penalties

If a student processes a drop during the first four weeks of a full semester course, or first 30% of a short-term course, no grade will be assigned and no notation will appear on the student's permanent record.

Between the fourth week and the eighth week of a full semester course, or between 30% and 50% of a short-term course, a student may process a drop at his or her discretion and receive a withdrawal (W grade).

After the eighth week of a full semester course, or 50% of a short-term course, only evaluative (A, B, C, D, F, FW) or Incomplete (I) grades shall be assigned.

All students are expected to attend classes. Failure to attend classes can result in an "F" or "FW" grade, unless the student executes a drop within the time periods indicated above. Refer to the college calendar in the front pages of this catalog for specific dates or check our web page at www.palomar.edu/admissions for the most current information.

Petition Appeal Procedure

Students who have verifiable extenuating circumstances may petition to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. See "Conditions for Petition to Withdraw" listed under the Grading System in Section 5 of the catalog.

Class Cancellations/Changes

Palomar College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation, and to change the class hours and/or days as necessity demands. Students enrolled in classes that are cancelled by the College are entitled to a refund of fees, with no processing charge.

Fees and Expenses

Palomar College is a public California Community College. All students must pay enrollment and health fees; California non-residents and international students must pay non-resident tuition.

Fee Payment Procedure

Students are responsible for paying all mandatory fees. All fees are due at registration. Students who do not pay for their classes may not be dropped, and will still owe enrollment fees. The college will waive or refund enrollment fees only when a drop is processed within the first two weeks of a class. Failure to make payments of any amounts owed to the College when they become due is considered sufficient cause to withhold future enrollment, grades, transcripts, diplomas, certificates, and/or degrees. Unpaid fees are subject to collection penalties.

Fees are subject to change; please check the current class schedule for a complete, up-to-date list. All required fees must be paid at the time of registration.

For information on exemptions from fees, please refer to the current class schedule or check with the Financial Aid Office. Active duty military members should contact their Base Education Office for information on tuition assistance.

Auditing Fee

\$15 per unit - Refer to Section 5, Auditing a Class, for specific information on selecting audit status. Not considered for BOGW or Financial Aid eligibility.

Capital Outlay Fee

\$4 per unit - This is an additional fee for non-resident and international students. This fee is subject to change. Please refer to the current class schedule.

Classroom Expenses

Students will incur a reasonable amount of general classroom expenses (for example: supplies, materials for homework projects, printing or copying costs). Some classes may require additional expenditures, such as for field trips, admission fees to public attractions or performances. When required, such expenses are generally noted with the respective class in the Class Schedule or class syllabi.

Enrollment Fee

\$36 per unit - This mandatory fee is subject to change.

Health Fee

A state-mandated student health fee is charged for operation of the Health Center or Centers as authorized in Education Code 76355. The maximum student health fee allowable will be charged to all part-time and full-time students enrolled in the credit and noncredit classes offered through Palomar College, except the following:

Exempt by law:

- Students taking only apprenticeship classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization.
- Dependent children and surviving spouses of members of the California National Guard who are killed or permanently disabled while in active service.

Other exemptions:

- Active military students taking classes only at Camp Pendleton
- Students in Community Development Seminars
- Worksite Education training for company employees only
- Noncredit classes at sites other than at the San Marcos Campus and the Escondido Center

The current Health Fee is \$17 for the Fall and Spring semesters and \$14 per Summer session. The fee is subject to change.

Materials Fee

Students may need to provide materials required for a credit or non-credit class. Such materials must be of a continuing value to the student outside of the classroom setting. The materials may be available through the District or may be purchased elsewhere.

Non-Resident Tuition

\$176 per unit. California non-residents and international students must also pay all other applicable fees. Please refer to the current class schedule.

Nonsufficient Funds Fee

\$20 for each check returned to the College.

Parking Fee

\$40 per semester; \$20 for students receiving BOGW - Please refer to the current class schedule.

Student Activity Card

\$15 per semester. This card will serve as a picture identification card, and is imprinted with your student identification number which is

required for all transactions with Palomar. Cards are produced in SU-202, where you may also receive a brochure highlighting benefits of the card.

Student Center Fee

\$1 per unit up to a maximum of \$10 per year - This fee is charged for classes taken at the San Marcos campus only. The funds generated from this fee will finance the construction, enlargement, refurbishing, and operation of a student body center, also known as a Student Union (beginning Spring 1999).

Student Representation Fee

\$1 per semester - This fee provides for the support of student representatives who state positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government. A student may waive the Student Representation Fee for religious, political, financial, or moral reasons. Waiver forms are available online at www.palomar.edu/studentactivities/.

Transcript and/or Verification of Enrollment FeeTranscript and/or Verification for Past Semester Enrollment

First 2 requests ever: Free

3rd request and up: \$5.00 each

Rush service: Additional \$5.00 each

Online request: \$13.00 each

Non-fee requests include verification of major, degree, and non-enrollment.

Verification for Current Semester Enrollment

Fee requests include verification of semester units, overall units, and Military ID.

All requests: \$5.00 each

Rush service: Additional \$5.00 each

Non-fee requests include federal loan deferments.

Refer to Section 5, Official Transcript and Verification of Enrollment, for specific information on requesting transcripts and verifications.

Refunds**Refund Policy for Resident Student Fees**

Please see the current class schedule for policy and appropriate dates/deadlines.

Non-Resident and International Student Tuition

Refunds are made only to students who officially withdraw from a class or from the College by the refund deadline. Please see the current class schedule for the appropriate deadline date.

Parking and Materials Fees

Please see the current class schedule for information.

Appeal Procedure

Any appeal of the rules for obtaining a refund of fees above must be made in writing (Petition for Refund) to the Director of Enrollment Services. The appeal must include the reason(s) for requesting an exception, and any available background material to support the reason(s).