

Procedure 3520P-Exhibit A

Student Fees, Fines and Charges Refund Guidelines

ITEM	Eligible for Refund	Last Day for Requesting Refund
ACADEMIC		
Textbooks Fines- (currently in use only)	YES	120 days after textbook due date
Library Fines for Lost Books	YES	60 days after library book due date
Class Field Trip Fees	YES	Trip Finalization Date See program Info
Coursework & Class Supply Fees	YES	30 days after start of course
Exam Fees (IB,AP,PE Waiver)	Limited	Test order date
Other Fines- Lab fees, Class equip, One to One 1 computers, etc.	YES	30 days after start of course or see program details
Summer School Tuition	YES	Last day of Summer School Registration
ASB		
Cards-ASB	Limited	Duplicate Payment or Special Circumstance
Athletic Fines- School provided uniforms & equipment, etc.	YES	30 days after season end
Yearbook & Yearbook Ads	YES	Before yearbook order is placed
ASB/Athletic/Activity Trip Fees	YES	Before Trip Finalization Date
Athletic Fees (Participation fee, Transportation, Invitation charges, Uniform Fees)	YES	Prior to first game or Special Circumstance
Club Tuition or Fees	NO	Not Eligible for Refund
Product Sales (Poinsettia, Honor Cords, T-shirts, grad tickets)	NO	Not Eligible for Refund
OTHER		
Donations	NO	Not Eligible for Refund
API	YES	Varies-see program Info
Building/Field Use	YES	NA
Parking Pass /Parking Fines	NO	Not Eligible for Refund

NO REFUNDS For:

- items returned with damage
- non-attendance on a trip
- supplies consumed
- test, yearbook, supplies , etc. if order already placed
- trip if details are finalized
- anything not authorized by administrator

Exceptions

Refund Requests due to error or duplicate payment will be honored for all items.

See Specific PROGRAM (summer school, Athletics, API, etc.) for full details. Some programs may require withdrawal in writing and keep a portion of the original payment.