



REFUND POLICY – RESIDENTIAL PROGRAMS (This document is Important. Keep it for your records)

STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, and obtain a refund of charges paid, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation addressed to the PSU Registrar at 3450 Wilshire Blvd., Suite 500, Los Angeles, CA 90010. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a cancellation processing fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 10 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM AND TUITION REFUND POLICY

You may withdraw from PSU at any time after the cancellation period. PSU's refund policy has been established so that the student who withdraws from their program shares in the cost incurred. The refund will not include any institutional non-refundable charges. The cost of any equipment not returned in good condition will be deducted from any refund. PSU does not charge an additional administrative processing fee upon withdrawal.

NOTE:

- Since ACP has eight-week sessions, after the 5th week (when 60% of the session has been completed), there is no refund.
- Since ESL sessions are ten weeks, there is no refund after the sixth week.
- **No refund is possible or is limited if the student has a balance due.** Refunds will be processed within thirty (30) working days from the date of determination.
- If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Dropping a course:

Withdrawal Weeks	Refund-Degree	Refund-ESL	Refund-ACP
1 st week	100%	100%	100%
2 nd week	90%	85%	80%
3 rd week	80%	75%	65%
4 th week	70%	65%	55%
5 th week	60%	55%	45%
6 th week	50%	45%	0%
7 th week	45%	0%	
After 7 th week	0%		

STUDENT INFORMATION (All required to identify your record—please print clearly)

PSU Student ID. (if available)		Social Security No. (if applicable)		Passport No. (if applicable)	
Date of Birth (mm/dd/yyyy)		Driver's License No. (if applicable)		I-94 No. (if applicable)	
Country of Citizenship			Country of Birth		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Last Name	First Name		Middle Name	
Mailing Address – Street					
City		State	ZIP/Postal Code		Country
Telephone			Email Address		
Please indicate quarter <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer					Year
Reason for Refund					
My signature below certifies that I have read, understand, and agree to all the terms, conditions, and explanations stated in this Tuition / Credit Refund Request Form. Signature Required (Digital or electronic signature is not accepted) Date (mm/dd/yyyy)					
X			X		

OFFICE USE ONLY

Total Amount of Tuition Paid	US\$	Registration Fee (Non-Refundable)	minus	Refundable Amount = Total Amount Paid – Sub Total (2)
Total Units @	US\$	Late Registration (Non-Refundable)	minus	Total Refund US\$
Facility & Equipment Fees	US\$	STRF (Non-Refundable)	minus	Calculation:
Graduation Fee	US\$	Application Fee (Non-Refundable)	minus	_____ week @ _____ % x Sub Total (1)
Other (Specify _____)	US\$	Administrative Processing Fee (Non-Refundable)	minus	Refund Check # _____
Sub Total (1) – Refundable	US\$	Balance Past Due	minus	Date: _____
		Less US\$150 (cancellation)	minus	
		Sub Total (2) – Refundable	US\$	
Approved by Financial Affairs Officer		Approved by Associate Dean		Approved by President