

Refund Policy

It is the intent of Baldwin Park Adult and Community Education (BPACE) to have a fair and equitable refund policy for the refund of tuition fees in the event that the class is cancelled or the student does not plan to attend. The following procedures are established as part of this policy:

1. Refund for classes or programs cancelled by BPACE: If fees are collected in advance of the start date of the program, 100 percent of the fees collected will be refunded within 45 days of the planned start date of the class or program canceled. No written notice by student is required.
2. Refunds for students who withdraw on or before the first day of class: if fees are collected in advance of the start date of a program, and the student does not begin class or withdraws on the first day of the class, 100 percent of the fees collected will be refunded, less a \$25.00 drop fee.
3. Refunds for student enrolled prior to visiting the institution: Students who have not visited BPACE campuses prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at the regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. Refund for withdrawal after class commences: No refund after second class session.
5. Refunds may be transferable for enrollment in another class. Fee refunds and transfers are processed only with receipt for the quarter enrolled.
6. Receipt is required for refunds and transfer of fees.

**ALL REFUNDS WILL BE PROCESSED WITHIN 45 DAYS
WITH PROOF OF PAYMENT¹**

¹ Revised 2-12

Baldwin Park Unified School District
Baldwin Park Adult and Community Education

TUITION REFUND

Student's Name: _____ Date: _____

Address: _____

City: _____ State: CA Zip Code: _____

Email: _____ Home Phone: _____

Name of Course: _____ Cell Phone: _____

Reason for Refund: _____

Amount: \$ _____

I verify that all information on this form is correct.

Signature of Student: _____ Date: _____

Refund checks will be made payable to the student. ALL REFUNDS WILL BE PROCESSED WITHIN 45 DAYS.

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FOR OFFICE USE ONLY

Processed by: _____ Approved by: _____ Date: _____

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Baldwin Park Adult and Community Education

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