

GUIDELINES ON STUDENT FEES REFUND DUE TO THE COVID-19 PANDEMIC

MARCH 26, 2020

PURPOSE

The purpose of this document is to provide guidance on the refund of student fees for the 2020 Spring Semester. This includes refund for enrollment fees and other fees charged to students by Ohlone College for the spring semester.

COVERAGE

This procedure is effective March 26, 2020 for the spring semester of academic year 2019-2020.

DEFINITIONS

1. **Enrollment Fees** – these are fees charged to students per unit taken during the semester. For resident students, it is \$46 per unit and for non-resident students, it is \$265 per unit.
2. **Parking Fees** – this is the semester-long fees students paid for a semester-long parking pass. The fee depends whether it is a regular pass, a fuel-efficient vehicle pass, BOG waiver students pass, or a motorcycle parking pass.
3. **Transportation Fee** – this is the fee charged to students for the shuttle service between the Fremont Campus, Warm Springs BART station, and Newark Center. For full-time students, the fee is \$15 and for part-time students, the fee is \$8 per semester.

GUIDELINES

1. **Enrollment Fees** – students who withdraw from their class(es) between March 12, 2020 and April 24, 2020 due to the emergency situation brought by COVID-19 shall be given a refund of their enrollment or tuition fees corresponding to the units of the class or classes. This is in alignment with the [Emergency Withdrawal Guidelines](#) provided by the California Community Colleges Chancellor's Office.
2. **Transportation Fee** – students who paid for the transportation fee for the spring semester shall be given a full refund of the appropriate transportation fee they paid.
3. **Parking Fees** – students who secured and paid for their semester parking pass shall be refunded 50% of what they paid.
4. All refunds related to the emergency withdrawal, transportation fee, and parking fees will be processed no earlier than May 21, 2020. Students do not need to apply for the refund. The College will process these refunds automatically.

EXCLUSIONS

1. Students who did not pay any of the mentioned above fees are not eligible for a refund.
2. Students who paid for a daily parking pass prior to the conversion of classes to remote instruction are not eligible for a parking fee refund.
3. These guidelines exclude other mandated fees not mentioned above such as, but not limited to, electronic access fee, student activity fee, and student health fee.
4. These refund guidelines are solely for addressing the emergency as it happened at the middle of the spring semester. Further guidance will be issued for summer and fall.