DROP POLICY

For One-Day Classes:
If a Community Education class is scheduled to meet only once, a student can drop the class any
time before the scheduled class start date and receive a full credit of the registration fee paid to
Porterville College. A request to drop must be made in writing to the Porterville College Business
Office before the first day of class. Credit/Refund instructions are noted below.

For Classes That Meet More Than Once

Before the 2nd Scheduled Class Day Begins
A student can request a full credit of his/her registration fee after attending the first class day, but
the request for a credit must be made in writing to the Porterville College Business Office before
the second day of class. Credit/Refund instructions are noted below.

CANCELED CLASS
If a Community Education class is canceled by the college, each student will receive a full credit of
his or her registration fee. In the event of a cancellation, you will be notified via email. Credit/Refund
instructions are noted below.

CREDIT/REFUND INSTRUCTIONS

If you have a current Student Account (with Cerro Coso Community College, Porterville College or
Bakersfield College): A credit will be applied to the student account for the registration fee. However,
if there is an unpaid balance owed on the account the credit will be absorbed by the amount owed. If
there is any credit remaining, the student can either leave it posted on their account or can request a
refund check by filling out a Request for Fee Refund at the Admissions & Records Office AC-112. It
can take up to two weeks to receive a refund check from the date the Request for Fee Refund Form
is processed.

If you don't have a current Student Account (with Cerro Coso Community College, Porterville
College or Bakersfield College): Please complete a Request for Fee Refund from the Admissions
and Records Office AC-112. A refund check will be mailed from our District Office in Bakersfield
approximately two weeks after your refund requested has been processed.

If you have any questions about our drop or credit/refund policy, please call the Business Office at
(559) 791-2492.