

Community Education - Drop / Refund Policy

Non-attendance does not relieve you of your obligation to pay. Please note that if you register for a course and do not attend or stop attending and fail to personally drop within the refund period, you will be responsible for all fees.

DROP POLICY

For One-Day Classes

If a Community Education course is scheduled to meet only once, a student can drop the course any time before the scheduled course start date and receive a full refund of the registration fee paid to Cerro Coso Community College.

For Classes That Meet More Than Once

Before the 2nd Scheduled Class Day Begins

A student can request a full refund of his/her registration fee after attending the first course day, but the request for a refund must be made before the second course day.

After the 2nd Scheduled Class Day

If a student has a legitimate reason for needing to drop a course after it has started, the Continuing Education Manager may authorize a refund for one of the following reasons:

- Physically unable to complete course (e.g. unexpected injury before or during the course, the course was more physically demanding than expected).
- Financial hardship (e.g. student lost his or her job, unexpected expenses elsewhere).
- Schedule change (e.g. student's work schedule unexpectedly changed, family obligations).
- Medical or family emergency (e.g. injury or death in the family).

CANCELED CLASS

If a Community Education course is canceled by the college, each student will receive a full refund of his or her registration fee. In the event of a cancellation, you will receive information/instructions via e-mail from our Continuing Education Manager.

REFUND INSTRUCTIONS

Please complete our [Refund Request Form](#). A refund check will be mailed from Bakersfield approximately two weeks after we receive your refund request.

If you have any questions about our drop or refund policy please call our office at (760) 384-6208.