

ADDENDUM D CHANGES TO THE CATALOG FOR 2025-2026**Cancellation of Enrollment Agreement by an Applicant, P. 102**

An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program but in no event may the school retain more than \$150.

Student's Right to Cancel, P. 103

Students are advised that they have the following rights:

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance for ten (10) consecutive days. Not attending classes for ten (10) consecutive days (excluding holidays) without excused absence is considered an unofficial withdrawal. Cancellation shall occur when you give notice of cancellation to the school. The notice of cancellation need not take any particular form and however expressed, is effective if it indicates that you no longer desire to be bound by this agreement. If you cancel this agreement within the prescribed time period, the school will refund any money that you paid within three (3) days after your notice of cancellation. After the end of the cancellation period, you also have the right to stop attending school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. If the Enrollment Agreement is cancelled, the school will refund the student 100 percent of any money he/she paid, less a deposit or application fee, if applicable, not to exceed one hundred fifty dollars (\$150), within ten (10) days after the notice of cancellation is received by the end of the first class session or the seventh calendar day after enrollment, whichever is later.

3. Cancellation shall occur when you issue a written notification of cancellation to the address of the school: South Coast College, Attn: Admissions, 2011 West Chapman Avenue, Orange, CA 92868. You can do this by mail, hand delivery, or by emailing admissions: admissions@southcoastcollege.edu. The written notice, if sent by mail, is effective when deposited in the mail properly addressed and with correct prepaid postage. Any written expression that you wish not to be bound by this agreement will serve as notice of cancellation of this agreement if provided to the school by the end of the first class day or on the seventh calendar day after enrollment, whichever is later.

(From BPPE Notice of Effective Rulemaking) (insert Catalog page number(s) where these will be added)

1. Amend Section 70000 of Article 1 of Chapter 1 of Division 7.5 of Title 5 of the California Code of Regulations to read as follows:

- c) "Cancellation," as related to a student's enrollment, means the ending of a student's enrollment in an educational program before the completion of the cancellation period specified in Sections 94919(d), 94920(b), or 94927 of the Code.
- d) "Cancellation Period" means the period from the signing of the enrollment agreement either through the student's attendance at the first class session, or the seventh business day after enrollment, whichever is later.
- x) "Pro Rata Refund" means a partial repayment of amounts paid by a student or third-party payer to an institution for an educational program, based on the completed proportion of the period of attendance.
- ac) "Refund" means a repayment of money owed to a student or third-party payer after the closure of the institution, or a student's cancellation, withdrawal, completion of either the period of attendance or educational program, or the discontinuation or cancellation of the educational program.
- ae) "Semester unit" or "Semester Credit Hour"
- ai) "Withdrawal" means the ending of a student's enrollment in an educational program after the completion of the cancellation period but prior to their completion of the program.

Reference: Sections 94919, 94920, and 94927, Education Code.

2. Add Section 71746 to Article 1 of Chapter 3 of Division 7.5 of Title 5 of the California Code of Regulations to read as follows:

71746. Collection of Tuition and Payment from Students.

- a) Institutions shall not charge or collect from, or on behalf of, students an amount for total charges that exceeds the amount listed in the institution's catalog and the executed enrollment agreement, regardless of the payment source.
 - 1) If an institution collects an amount greater than the total charges listed in the institution's catalog and the executed enrollment agreement, then the account balance shall be refunded within 45 calendar days of the completion of the educational program, and the institution shall provide the student with a copy of the document described by Section 71920(b)(10).
- b) Within five (5) business days of receiving payment, institutions shall provide students a receipt or updated student ledger, in hard copy or electronic format, for any payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s). A copy of the receipts or ledger shall be kept in the student's records required under CCR Section 71920.

Note: Authority cited: Sections 94877 and 94885, Education Code. Reference: Sections 94844, 94850, 94885, and 94899.5, Education Code.

3. Amend Section 71750 of Article 1 of Chapter 3 of Division 7.5 of Title 5 of the California Code of Regulations to read as follows:

71750. Cancellations and Refunds

- a) Upon cancellation of enrollment in an educational program, the institution shall make refunds that are no less than the refunds required under the Act and this Division and shall not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code.
 - 1) Student cancellations shall be noticed in writing as required by sections 94919(b) and 94920(a) of the Code.
- A) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250)**, if notice of cancellation is made through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
[**Note: ACCSC regulations set the maximum dollar amount to one hundred fifty dollars (\$150).]

- B) If the institution provides a 100-percent refund pursuant to sections 94919(d) or 94920(b), any Student Tuition Recovery Fund assessment paid pursuant to section 94924 of the Code shall be refunded.
- 2) If an institution's educational program is discontinued or canceled or the institution closes prior to completion of the educational program, the institutional shall provide refunds to students pursuant to Section 94927 of the Code.
 - b) If an institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation, the institution shall refund the money to the student within 45 calendar days.
 - c) An institution shall provide a refund within 45 calendar days after the date of cancellation of a student's enrollment from the educational program in which the student was enrolled, and shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as described in Section 71920(b)(10).
 - 1) If a refund is made to a third party on behalf of a student who has cancelled their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation, a written notice, as described in Section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.
 - d) The institution shall maintain a log, kept current on a monthly basis, in an electronic version or hard copy, of all student cancellations. The log shall include the names, addresses, telephone numbers, personal email addresses, dates of cancellations, and refund amounts of all students who have cancelled the enrollment agreement with the institution during the calendar year.

Note: Authority cited: Sections 94803, 94877, 94885, and 94927, Education Code.

Reference: Sections 94885, 94919, 94920, and 94924, Education Code.

4. Add Section 71751 to Article 1 of Chapter 3 of Division 7.5 of Title 5 of the California Code of Regulations to read as follows:

71751. Withdrawals and Refunds.

- a) For purposes of determining a refund under the Act and this Division, the following shall apply to any student who has either submitted a written statement of withdrawal to an institution or has received a written statement of withdrawal from the

institution or has received a written statement of withdrawal from the institution in accordance with the withdrawal policy stated in the institution's catalog pursuant to Section 94909(a)(8)(B) of the Code.

- 1) The institution's withdrawal and refund policies and procedures for withdrawals effectuated by a student shall include, at a minimum:
 - A) A statement that withdrawal may be effectuated by the student's written notice;
 - B) The acceptable method(s) of delivery of a student's notice to withdraw;
 - C) The office(s) or person(s) to whom the notice to withdraw must be delivered;
 - D) The date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.
- 2) The institution's withdrawal and refund policy and procedures for student withdrawals effectuated by an institution shall include, at a minimum:
 - A) A statement that withdrawal shall be effectuated by the institution's written notice regarding the student conduct, including, but not limited to, a student's lack of attendance;
 - B) The conditions under which a student may be withdrawn for conduct reasons;
 - C) The maximum number of consecutive class days a student may be absent before being deemed withdrawn by the institution;
 - D) The date that the notice to withdraw is considered effective. If an institution withdraws a student for lack of attendance, the date of notice to withdraw shall be student's last date of attendance.
- 3) A pro rata refund pursuant to Section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion the educational program provided subtracted from the amount paid by the student calculated as follows:
 - A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in

the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus the number of days or hours the student attended prior to withdrawal, and minus any nonrefundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

- B) All amounts that the student has paid shall be subject to pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a nonrefundable deposit or application fee, not to exceed two hundred fifty dollars (\$250)**, or nonrefundable amounts paid for educational materials, or both. The enrollment agreement or catalog shall specify whether and under what circumstances the amounts paid for educational materials are nonrefundable.

[****Note:** ACCSC regulations set the maximum dollar amount to one hundred fifty dollars (\$150).]

- C) Except as provided for in subdivision (a)(3)(B) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(3)(A) shall be refunded.
- D) If the institution provides a pro rata refund pursuant to Sections 94919(c) or 94920(d) of the Code, any Student Tuition Recover Fund assessments paid shall be nonrefundable.
- b) If an institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation, the institution shall refund the money to the student or third-party payer within 45 calendar days of the student or institution withdrawal.
- c) An institution shall refund any credit balance on the student's account within 45 calendar days after the date of the student or institution withdrawal, and shall provide the student with a copy of the document described by Section 71920(b)(10).
- 1) If a refund is made to a third party on behalf of a student who has withdrawn or been withdrawn from an educational program, the institution shall provide the student, within 45 calendar days after the date of the student or institution withdrawal, a written notice, as described in Section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.
- d) The institution shall maintain a log, kept current on a monthly basis, in an electronic version or hard copy, of all student and institution withdrawals. The log shall include the names, addresses, telephone numbers, personal email addresses, dates of withdrawal, and refund amounts of all students withdrawn from the institution during the previous calendar year.

Note: Authority cited: Sections 94877 and 94885, Education Code.
Reference: Sections 94885, 94919, 94920, and 94927, Education Code.