

Proposed Policy on BCSGA Discount Refunds
Effective 8/15/16

BCSGA has implemented the KVC Student Discount Sticker to maintain and strengthen existing programs as well as to establish new programs that will enhance the student academic experience at Bakersfield College. BC Students are eligible to receive a BCSGA KVC Student Discount Sticker or new validation sticker, when the student opts to pay a \$15 fee each fall and spring semesters.

To receive your BCSGA KVC Student Discount Sticker, bring your BC ID Card to the Office of Student Life (Campus Center, Room 4) or the Welcome Center in the Administration Building during regular office hours. BCSGA KVC Student Discount Stickers are issued the same day.

The following ~~This policy~~ outlines the ~~procedures-process~~ for requesting refunds of BCSGA/KVC discount stickers.

- 1) Students requesting refunds will be directed to fill out ~~the an wufee-online~~ form to request the refund and explain why they are making the request. Appeal Form is located here: <https://www.bakersfieldcollege.edu/bcsqa/kvc>
- 2) ~~The submitted F~~form will be ~~presented submitted~~ to BCSGA Director of Finance Committee-Director and will be placed on the next available agenda for review at the next scheduled Department of Finance committee mMeeting.
- 3) ~~The Department of Finance Committee~~ will review each case and ~~the~~ student will be invited to the ~~committee-Department meeting-Meeting~~ to discuss the ~~penalties-and waiver associated with refunding the amount~~matter.
- 4) Department of Finance will discuss the ~~case-appeal~~ and will vote to accept or reject the appeal.
- 5) ~~The requesting S~~student will be notified of the decision via email and any follow-up instructions or modifications will be included at that time within five (5) instructional days after following the end of the meeting.

~~Decision~~Conditions of Decision:

- ~~The BCSGA Department of Finance will be the determining body for accepting or rejecting each-any appeal~~ requests.
- The Director of Student Life will have the final decision, if needed, regarding all appeal requests.
- “Current Semester” appeal Rrequests will ~~simply~~ be accepted ~~or rejected up to the first two weeks of instruction for the fall or spring semesters. Notification to the student will include defined restrictions associated with granting the refund.~~
- “Past-Non-Current Semester(s)” appeal Rrequests will be reviewed and will also be accepted or rejected by the Department of Finance.

- Acceptance of ~~the any appeal~~ requests does not mean that the entire amount will be ~~written off~~ refunded.
- ~~Past semester requests will be reviewed individually and s~~Students requesting more than one past semester ~~refund will~~ may be asked to make an attempt at paying at least half of the total amount. ~~Once the student has made payment, the finance committee will grant the write-off of the remaining amount.~~
- ~~As with current semester requests, s~~Students will be notified via email of the decision and stipulations associated with the ~~amount~~ appeal request.
- ~~Notification to the student will include defined restrictions associated with granting the refund.~~