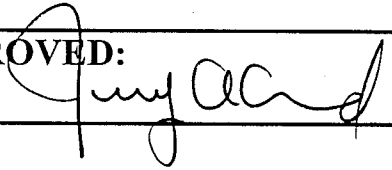




POLICY NO. 203.14

ISSUE DATE: December 1, 1998	POLICY: Cruise Fee Refund
REVISION DATE:	
REFERENCE:	
APPROVED: 	

Policy Statement

It is the policy of the California Maritime Academy to refund cruise fees in accordance with established fee policy, upon receipt of written request from student.

Principles

- a) Refund requests must be submitted in writing. Forms are available in Accounting.
- b) Requests must be made within 60 days from the start of the cruise.
- c) The Records Office must certify student did not attend cruise.
- d) Health Insurance portion of cruise fee is non-refundable.
- e) Refunds for the remaining non-insurance portion will be made as follows:
 - I. Training Ship GOLDEN BEAR Cruise
 - 1) Up to two weeks before start of cruise – full refund
 - 2) Two weeks before start of cruise – less an administrative charge of \$50.
 - 3) One week before start of cruise – less an administrative charge of \$100.
 - 4) After start of cruise – less an administrative charge of \$250.
 - II. Commercial Cruise and Internships
 - 1) Up to two weeks before start of cruise – full refund.
 - 2) Two weeks before start of cruise – less an administrative charge of \$25.
 - 3) One week before start of cruise – less an administrative charge of \$50.
 - 4) After start of cruise – less an administrative charge of \$75.
- f) Refund requests will be audited by Records, Financial Aid, and Accounting before processing.
- g) Accounts charged in error will be refunded in full, if requested by deadline.
- h) If the student has any outstanding fees owed to the Academy or the Foundation, funds to cover the debts will be retained by the Academy

California Maritime Academy

Request for Cruise Refund

Please Note: Refunds will be made in accordance with the Academy's Cruise Refund Policy. Refund requests must be submitted two weeks before cruise for full refund. Requests received during the two weeks before cruise, or later, are subject to pro-rated refunds.

Step 1 – Student Information

Name: _____

Date: _____

SSN: _____

Semester: Fall Spring

Academic Year: _____

Step 2 – Cruise Information

TSGB Cruise I _____

TSGB Cruise II _____

TSGB Commercial Cruise _____

Commercial Cruise _____

Co-op Internship _____

Amount Paid \$ _____

Step 3 – Signature

I hereby request a refund of fees paid for cruise. I certify all fees were paid in full. I understand if I am a financial aid recipient, the Financial Aid Office will review my account to determine any changes in my aid. I further understand any refund due me may be applied to outstanding balances per the Academy policy.

Signature

Step 4 – Where to Send Check

Please make check out to: _____

Phone: _____

Mail to: _____
