

change of program

2024

○ ACX	○ ACX TEENS	○ ACX KIDS	○ ACX TEACHERS	TRANSACTION DATE
ACX TEAC ATPD FAC/STAFF CALT/OCCD ALUM SENR SCHOL OTHER: _____	ACT STAFF SCHOL OTHER: _____	ACK STAFF SCHOL OTHER: _____	ACXTP TPAIR SCHOL OTHER: _____	REFUND CHARGE NONE

Last name _____ First name _____ ID _____
 Signature _____ Date _____

DROP

Course # _____	Sec # _____	Title _____	Tuition \$ _____
			Discount \$ (_____)
		Instructor _____	Lab fee \$ _____
		Course length: Weeks _____ Days _____	TOTAL \$ _____
Course # _____	Sec # _____	Title _____	Tuition \$ _____
			Discount \$ (_____)
		Instructor _____	Lab fee \$ _____
		Course length: Weeks _____ Days _____	TOTAL \$ _____

ADD

Course # _____	Sec # _____	Title _____	Tuition \$ _____
			Discount \$ (_____)
		Instructor _____	Lab fee \$ _____
			TOTAL \$ _____
Course # _____	Sec # _____	Title _____	Tuition \$ _____
			Discount \$ (_____)
		Instructor _____	Lab fee \$ _____
			TOTAL \$ _____

PAYMENT

Payments are made through the Student Finance Dashboard at <https://inside.artcenter.edu/dashboard/main>.

Registration is not finalized until payment has been made. Failure to pay will result in the removal of the class.

\$ _____
REFUND / AMOUNT DUE

ACX 10-14 WEEK COURSES

	Spring	Summer	Fall
100%	By Jan 12	By May 10	By Sept 6
80%	Jan 15-26	May 13-24	Sept 9-20
60%	Jan 29-Feb 2	May 27-31	Sept 23-27
40%	Feb 5-9	June 3-7	Sept 30-Oct 4
20%	Feb 12-16	June 10-14	Oct 7-11
0%	Feb 19-Mar 1	June 17-28	Oct 14-25

ACX 4-7 WEEK COURSES

	All Terms
100%	One day before first class
80%	1-7 days after class starts
20%	8-14 days after class starts
0%	15-21 days after class starts
Last day to drop	21 days after class starts

ACX 1-7 DAY COURSES

	All Terms
100%	At least one day before first class
0%	After class starts
Last day to drop	First day of class

For Summer Workshop refund policies (for all three programs), please inquire with the Extension office.

ACX TEENS 10 WEEK COURSES

	Spring	Summer	Fall
100%	By Feb 2	By June 1	By Sept 28
80%	Feb 5-16	June 3-14	Sept 30-Oct 11
0%	Feb 19-Mar 8	June 17-July 5	Oct 14-Nov 1

ACX KIDS 7 WEEK COURSES

	Spring	Summer	Fall
100%	By Feb 23	By June 21	By Oct 18
0%	Feb 26-Mar 15	June 24-July 12	Oct 21-Nov 8

NOTES

RECEIVED BY:

ADJUSTED BY: