



*Business Matters @ Sac State*

***Topic: Refund Wash Period for Student Financials. Do we use the delicate cycle?***

DATE: January 22, 2008

TO: Campus Business Partners

FROM: Gina Curry, Director of Student Financial Services Center and University Bursar

The Refund Wash Period is a function of CMS Student Financials that allows adding/dropping after the first day of the term with no financial impact to the student. This wash period will also allow for “swapping” of courses during the period without affecting the students’ financial record.

The University has determined that the period between the first day of each term until the census date for that term will be encompassed in the refund wash period.

Although this change does allow the whole period to complete the adds and drops, we encourage the departments to process them as quickly as possible.

**Refund Wash Period for Spring 2008:**

January 28, 2008 – February 22, 2008

**Who does this affect:**

Students who add and drop (after the add/drop deadline), netting the same number of units.

Departments swapping class sections.

Example 1: Undergraduate student who adds/drops on the same day after the deadline

Date	December 11, 2007	February 12, 2008	February 12, 2008
Action	Adds Chem 106 & Chem 124	Adds Chem 128	Drops Chem 124
Fees	\$1,197	\$1,779	\$1,197

Example 2: Undergraduate student who adds/drops courses from different departments

Date	December 11, 2007	February 12, 2008	February 15, 2008
Action	Adds Chem 106 & Chem 124	Adds Chem 128	Drops Bio 134
Fees	\$1,197	\$1,779	\$1,197

Example 3: Department “swaps” class sections **after** the wash period for an undergraduate student

Date	December 11, 2007	February 12, 2008	<b>February 25, 2008</b>
Action	Adds Chem 104 & Chem 124	Adds Chem 128	Drops Chem 124
Fees	\$1,197	\$1,779	<b>\$1,779</b>

Example 4: Department “swaps” a class section within the wash period for an undergraduate student

Date	December 11, 2007	February 12, 2008	February 12, 2008
Action	Student Adds Chem 106 & Chem 124 Section 4	Department Adds Chem 124 Section 1	Drops Chem 124 Section 4
Fees	\$1,197	\$1,779	\$1,197

For questions, please contact: Student Financial Services Center refund specialist at 278-6908 or Elena Larson, [miscel@csus.edu](mailto:miscel@csus.edu) , 278-6845.

***Financial Services***

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