



THE CALIFORNIA MARITIME ACADEMY

POLICY NO. 203.14

ISSUE DATE: December 1, 1998

POLICY: Cruise Fee Refund

REVISION DATE:

REFERENCE:

APPROVED: [Signature]

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 at Sea COLLEGE DEAR 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.

Requests will be processed by the Financial Aid and Academic Services Office before processing.

- g) Accounts charged in error will be refunded in full, if requested by deadline.
- h) If the student has any outstanding debts to the Academy or the Foundation, funds to cover the debts will be retained by the Academy.

# California Maritime Academy

## Request for Cruise Refund

### Step 1 – Student Information

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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 any cruise. I certify all fees were paid in full. I understand that I am a financial aid recipient, the Financial Aid Office will be required to 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: \_\_\_\_\_