



March 20, 2020

ES 20-02 | via email

TO: Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers

FROM: Lizette Navarette

## Clarification on Announcements, Withdrawals and Student Fee Refunds

March 20, 2020

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For weekly or daily census courses, districts may claim TFS for announcement for all course is a census in attendance as of census date even if the student withdraws due to the coronavirus outbreak and receives no evaluative symbol or an EW. Under normal circumstances, the district may not claim a non-evaluative symbol or an EW for purposes. However, during this period of emergency, this prohibition is waived and an EW

For the Announcement Enrollment Fee Program, District total enrollment fees collected may be reduced by the amount of fees refunded to students who withdraw due to the coronavirus outbreak. Districts will receive a refund of the amount of fees collected as shown below.

As a reminder, districts are encouraged to support students who are unable to attend least three hours of courses of instruction, including Saturday and Sunday, toward the 175-Day Rule. Districts should not claim TFS for courses that exceed the average of 17.5 weeks. As a result, districts should not claim TFS for courses that exceed the 175-Day Rule.

## WITHDRAWALS

Students may withdraw and should not be required to complete additional paperwork or petitions to withdraw or receive a refund.

Colleges should not record a withdrawal (W) on grade on the transcript of a student who withdraws due to other extraordinary circumstances. An excused

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