



---

**DATE:** June 6, 2023  
**TO:** District Board of Trustees  
**FROM:** Heather Margiotta, Administrative Dean  
**DEPARTMENT:** Business Office  
**SUBJECT:** Partial Refund of Lab Fees Summer 2023 – Request for Approval

---

**OVERVIEW:**

The Academic Division, Marine Science and Technology, requests a partial refund of a lab fee in the amount of \$45.00 for course PEQ 1136C, Scuba Instructor Training. This fee was charged in term summer 2023. The reduction in the lab fee amount is due to the cancellation of a field trip.

**PROPOSED BOARD ACTION:**

Request for Approval