Refund Petition Form

(Print) Last Name __________________________ First Name __________________________ Campus ID Number (CIN) __________________________

Mailing Address on (Golden Eagle Territory) __________________________

City __________________________ State __________________________ Zip __________________________

Contact Number __________________________ E-mail address __________________________

The refund policy for the California State University System is based on the California Code of Regulations, Title V, Section 41802. A $5.00 administrative processing fee will be deducted from all refund amounts unless withdrawal is the result of a campus regulation, class cancellation or compulsory military service. Please allow up to 4 weeks for processing time.

Financial Aid recipients: Refunds are subject to the Return to Title IV Regulations. Please visit the Center for Student Financial Aid website @ http://www.calstatela.edu/financialaid/return-title-iv.

Please complete the following information

Term/Year: □ Summer ______ □ Fall ______ □ Winter ______ □ Spring ______

Tuition and Fees Refund:

□ Full refund: Not admitted, disqualified, lost continuing status, never registered or dropped all courses prior to first day of term (all courses must be dropped/cancelled).

□ Partial refund: Overpaid tuition fees or reduction in unit/course load (dropped courses by add/drop deadline date).

□ Pro-rata refund: Withdrew/dropped all courses on the first day of the term and no later than the 60% point in the term.

Supporting documentation is required for late refunds to be considered when classes are dropped or withdrawn after the deadline dates. This is in accordance with Title V of the California Code of Regulations.

Method of payment:

□ Cash/Check/Electronic Check/Credit card: Refunds are issued as a check or direct deposit to student’s U.S. bank account. Checks will be mailed to the “mailing address” on your GET Student Account. You can enroll in direct deposit on GET prior to submitting the refund petition form; instructions are provided @ http://www.calstatela.edu/univ/sfinserv/disb.php#eagle-express-direct-deposit.

□ Wire payment: International wire payments via Flywire - Payments are posted to your Cal State LA Student Account as tuition and fees payments. Flywire payments are applied to future terms on your Student Account, as long as you maintain enrollment at Cal State LA. If you are graduating, disqualified or taking a leave of absence from Cal State LA, you may request a refund. Please attach supporting documentation to the refund petition form. Refunds will be sent through Flywire.

Other refund: Please provide brief explanation and supporting documentation.

Brief explanation: ________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________

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Student Signature __________________________ Date __________________________

******************************************************************************************************************Office Use Only*************************************************************************************************************************

□ Direct deposit

□ Denied □ Refund Policy/Advised: __________________________ □ Pending Information

□ Approved $ __________________________

Comments: ________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________

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Authorized Signature __________________________ Date __________________________ Extension __________________________

(09/19)