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 ___________________________

International wire payments via Flywire/Peer Transfer Payments: Payments are posted to your Cal State LA Student Account as tuition and fees payments. Flywire/Peer Transfer payments are rolled over 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 to Flywire/Peer Transfer.

Refund checks will be mailed to the “mailing address” on your GET Student Account. If you are enrolled in direct deposit; the refund will be deposited to your U.S. bank account. You can enroll in direct deposit @ http://www.calstatela.edu/univ/sfinserv/disb.php prior to submitting this refund petition form.

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: Check one of the following options.

□ Full refund: Not admitted, disqualified, or lost continuing status (all courses must be dropped/cancelled).

□ Full refund: Never registered or dropped all courses prior to the first day of the term.

□ 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.

□ Wire payment: Flywire/Peer Transfer

□ Other Refund: please explain and provide supporting documentation.

Brief explanation: ___________________________

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*Supporting documentation is required for late refunds to be considered when classes are dropped or withdrawn after the deadline date. This is in accordance with Title 5 of the California Code of Regulations. A $5.00 processing fee will be deducted from the refund amount.

Please allow up to 4 weeks for processing

Student Signature ___________________________ Date ___________________________

**********************************************************Office Use Only -- Do not complete below**********************************************************

□ Direct deposit

□ Approved $___________ □ Pending Information □ Denied □ Refund Policy/Advised

Comments: ___________________________

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Authorized Signature ___________________________ Date ___________________________ Extension ___________________________

(03/16)