

## PETITION INSTRUCTIONS

**Please complete the attached form, which requires the following information:**

**Name:** Print your last name, first name, and middle initial.

**CIN:** Fill in your Campus ID Number.

**Mailing address:** Print your current mailing address.

**Telephone:** Print a home phone number. If applicable, a work number and e-mail address.

**Quarter:** Print the quarter and academic year pertaining to your petition.

**Reason for this request: BE SPECIFIC and PROVIDE DOCUMENTATION**

**For PAYMENT CONTRACT:** Explain your reason for the request, for example, an overaward, Financial Aid overpayment, a change in residency status, or a Housing problem. Indicate the monthly terms you are requesting to pay off the remaining debt. The Financial Management Review Board will consider your offer. If accepted, the registration hold will be released after your first payment.

**Return the completed form and all supporting documents to:**

**Administration Building, Room 128 or**

**FAX your information to (323) 343-6491 or**

**Mail the completed form to:**

California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032-8524  
Administration Building, Room 128  
ATTN.: Cashiers' Office

**Call (323) 343-3630 for the results of your petition.**

**Please allow a minimum of three weeks to process your petition.**