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 Flyware / Peer Transfer Payments:** Payments are posted to your Cal State LA Student Account as tuition and fees payments. Flyware/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.

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](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](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: Flyware/dropped all courses on the first day of the term and no later than the 60% point in the term.
□ Other Refund: please explain and provide supporting documentation.

**Brief explanation:**

________________________________________________________________________

________________________________________________________________________

*Supporting documentation is required for late refunds to be considered when classes are dropped or withdrawn after the deadline date.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    Received By: ______________

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

Comments:

________________________________________________________________________

________________________________________________________________________

**Authorized Signature**    **Date**    **Extension**