



One-Stop Financial Services

5151 State University Drive, Student Services Building #2380, Los Angeles, CA 90032

Email: disbursement@calstatela.edu | Phone: (323) 343-3630

REFUND PETITION

Last Name

First Name

Campus ID Number (CIN)

Mailing Address as shown on GET

City

State

Zip

Phone Number

Email 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.**

Financial Aid recipients: Refunds are subject to the Return to Title IV Regulations. This may delay the refund processing time and may affect refund eligibility. Please visit the [Financial Aid and Scholarships website](#) for more information.

Please note: refunds for miscellaneous fees (lab fees, application fees, etc.) require the respective department's Dean or Chair approval. Contact the department for more information.

Please provide information regarding your Tuition and Fees payment:

Payment Term and Year: Summer _____ Fall _____ Winter _____ Spring _____

Original Source of Payment:

- Cash, Check, Bank Account (Electronic Check):** 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 for enrolling in direct deposit can be found on the [One-Stop Financial Services website](#).
- Credit/Debit Card:** Refunds are issued as a credit back to the original credit/debit card used to process payments. All credit card payments processed via Transact are subject to the vendor's 2.65% non-refundable convenience fee.
- Wire payment:** Flywire payments will be posted to your Cal State LA Student Account as tuition and fees payments or otherwise as specified in the transaction. Your Flywire payment should not exceed your cost for tuition and other required fees. Wire payment refunds are processed through Flywire and sent back to the original source.

Please provide information regarding your Tuition and Fees refund ([See Refund Policy](#)):

- 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/canceled).
- Partial refund:** Overpaid tuition fees or reduced units/course load (dropped courses by add/drop deadline).
- Prorated refund:** Withdrew/dropped all courses on the first day of the term through the 60% point in the term (or as specified on the Proration Schedule for each session).

Additional information regarding refund request:

Student Signature

Date

Office Use Only

Denied/Reason: _____

Received By: _____

Approved/Amount: _____

Comments: _____

Authorized Signature

Date

Extension