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Supporting documentation is required for late refunds to be considered when classes are dropped or withdrawn after the deadline dates.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 or a credit back to the original credit card used to process payments. All credit card payments processed via Transact are subject to the vendor's 2.65% non-refundable credit card processing fee. 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**: 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. All refunds for wire payments will be processed through Flywire and sent back to the original source.

Other refund: Please provide brief explanation and supporting documentation.

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Student Signature   *Date*

***Office Use Only**

□ Direct deposit   Received By: _____

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

    □ Approved $_____

Comments: _____ _____

_____   _____   _____
        Authorized Signature   Date   Extension