



REFUND REQUEST FORM

Email completed form to refundrequest@csueastbay.edu or submit to the Cashier's Office, located on the 1st floor of the SA building, or to the Concord Academic Services Lobby staff. (Submission of this form does NOT guarantee a refund and does NOT drop wait-listed and/or enrolled courses.)

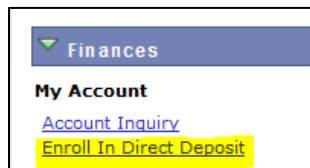
Print Name: _____ NetID: _____
Last First MI

REFUND POLICIES

- 1. There is a \$10 refund processing fee on all refunds EXCEPT for Financial Aid students or cancelled courses.
2. Cash/Check/On-line Check payments will be refunded by check. (There is a 30 day hold on all check payments to verify the check has cleared.)
3. Credit card payments will be refunded back to the original credit card if the refund request is made within 6 months; after six months, a refund will be sent by check.
4. All refunds for the current term will be processed at the end of the add/drop period, and will take 7-12 business days.
5. Previous term refunds and refunds for Continuing Education/ALP students will be processed in approximately 7-12 business days.
6. THERE IS NO PICKUP OF CHECKS; they will be mailed out to the address on file with the school. Please make sure your address is current, or has been updated on MyCSUEB for at least 48 hrs, before submitting this form.
7. THERE ARE NO PARTIAL REFUNDS. You will be refunded the full balance of the credit on your account.

Students enrolled in DIRECT DEPOSIT usually receive their refund 5 to 7 days FASTER!

You can sign up for direct deposit online, from your Student Center:



Signature: _____ Date: _____

For Administrative Use ONLY
PeopleSoft Processing (Initial/Date) _____