



REFUND FORM ONLY - YOUR CLASSES WILL NOT BE
DROPPED BY COMPLETING THIS FORM

REFUND REQUEST FORM

California State University, East Bay
Accounting and Fiscal Services, SA 1200
25800 Carlos Bee Blvd, Hayward, CA 94542
Phone 510 885-3767 Fax 510 885-4244

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 for cancelled courses.**
2. Cash or 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 quarter will be processed at the end of the add/drop period, and will take 7-12 business days.
5. Previous quarter refunds and refunds for Continuing Education/ALP students will be processed in approximately 7-12 business days.
6. **THERE IS NO PICKUP FOR 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.

Signature _____ Date: _____

For Administrative Use only

PeopleSoft Processing (initial/date)