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:

| Finances |
| My Account |
| Account Inquiry |
| Enroll In Direct Deposit |

Signature: __________________________ Date: __________________________

For Administrative Use ONLY

PeopleSoft Processing (Initial/Date) __________________________