

CAL POLY STATE UNIVERSITY, SAN LUIS OBISPO  
**REFUND REQUEST**

**INSTRUCTIONS**

- **This form cannot be used for HOUSING or DINING refunds.**  
 Contact Housing Administration directly at (805) 756-7612.
- Complete the **STUDENT INFORMATION** and **TYPE OF REFUND REQUESTED** boxes;
- Provide a brief reason for your request

► **REFUND AMT REQUESTED:** \$ \_\_\_\_\_

► **PLEASE PROVIDE A BRIEF REASON FOR YOUR REQUEST:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>STUDENT INFORMATION</b>	
STUDENT'S CAL POLY EMPL ID	
STUDENT NAME (PLEASE PRINT)	
STREET ADDRESS (INCLUDE APARTMENT, SPACE, OR UNIT #)	
CITY, STATE, ZIP (      )	
CELL PHONE #	
EMAIL ADDRESS	
STUDENT SIGNATURE (REQUIRED)	TODAY'S DATE

**TYPE OF REFUND REQUESTED**

(please check one)

**DIRECT DEPOSIT**

Direct Deposit is the fastest, most secure way to receive your refund.

**Note:** you may have your refund direct deposited only if you have set up the direct deposit option through your portal before submitting this Refund request.

**MAIL CHECK TO ADDRESS ABOVE**

Refund checks are disbursed in the student's name only. Cal Poly cannot guarantee a delivery date for mailed items.

**Note:** Address on form **MUST** match student's mailing address in portal.

**OR**

RECEIVED

**Date of Credit Originating Payment** \_\_\_\_\_

**SMP (Credit Card) – Refund Request Processed Immediately**

**WEB – Refund Request Processed after 10 Business Days**

**0077 (Cashier) – Refund Request Processed after 10 Business Days**

RECEIPT INFORMATION:

\_\_\_\_\_  
 RECEIPT NUMBER

\_\_\_\_\_  
 DATE

DEPARTMENT APPROVAL:

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 PRINT NAME

REFUND ITEM TYPE:  A/P 000051000000  DD 000051000050  CE A/P 000053000002  CE DD 000053000000

\_\_\_\_\_  
 REFUND POSTED BY - S/A SIGNATURE

\_\_\_\_\_  
 DATE