

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:**

| STUDENT INFORMATION | |
|--|--------------|
| 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