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

<table>
<thead>
<tr>
<th>STUDENT SIGNATURE (REQUIRED)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT’S PRINTED NAME</td>
<td></td>
</tr>
<tr>
<td>STUDENT’S CAL POLY EMPL ID#</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS (INCLUDE APARTMENT, SPACE, OR UNIT #)</td>
<td></td>
</tr>
<tr>
<td>CITY, STATE, ZIP</td>
<td></td>
</tr>
<tr>
<td>( )</td>
<td></td>
</tr>
<tr>
<td>CELL PHONE #</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

TYPE OF REFUND REQUESTED

(please check one)

☐ DIRECT DEPOSIT
Direct Deposit is the quickest, 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.

OR

☐ 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.

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

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

REFUND POSTED BY - S/A SIGNATURE ___________________ DATE ___________________