CAL POLY STATE UNIVERSITY, SAN LUIS OBISPO

REFUND REQUEST

INSTRUCTIONS:
- Complete the STUDENT INFORMATION box;
- Enter the amount requested on the TOTAL REFUND AMOUNT REQUESTED line; and
- Provide a brief reason for your request.
- If requesting a Parking Permit refund, the actual permit must be attached to this request.

<table>
<thead>
<tr>
<th>REASON FOR REQUEST</th>
<th>REFUND AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit on student account:</td>
<td>__________________</td>
</tr>
<tr>
<td>Other</td>
<td>__________________</td>
</tr>
<tr>
<td>Other</td>
<td>__________________</td>
</tr>
</tbody>
</table>

TOTAL REFUND AMT REQUESTED: ________________

► DIRECT DEPOSIT SET-UP ◄
- Log into the portal.
- Click on the Money Matters tab.
- Scroll to the Financial Links box.
- Click on the Direct Deposit link.
- Enter requested info & click Submit.

- PLEASE PROVIDE A BRIEF REASON FOR YOUR REQUEST (example: credit on account; disqualified (give term); financial aid did not refund to me in previous term; withdrew (give date/term). Note: housing refunds should be requested through Housing Administration directly: (805) 756-1226.

RECEIPT INFORMATION: ______________________________ _________________
REGISTER/RECEIPT NUMBER DATE
DEPARTMENT APPROVAL: ______________________________ _________________
SIGNATURE PRINT NAME

ACCOUNTING OFFICE USE ONLY
P/S CHARTFIELD: ______________________________ PROCESSED BY: __________________
REFUND ITEM TYPE: ___ A/P 000051000000 ___ DD 000051000050 ___ CE A/P 000053000002 ___ CE DD 000053000000

DATE _________________ REFUND ENTERED BY: S/A SIGNATURE