

CALIFORNIA POLYTECHNIC 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 SIGNATURE (REQUIRED)	DATE
STUDENT'S PRINTED NAME	
STUDENT'S CAL POLY EMPL ID#	
STREET ADDRESS (INCLUDE APARTMENT, SPACE, OR UNIT #)	
CITY, STATE, ZIP ()	
CELL PHONE #	
EMAIL ADDRESS	

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.

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

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

 REFUND POSTED BY - S/A SIGNATURE

 DATE