California State University, San Bernardino
Refund Request

Complete and submit to Student Financial Services, UH-035 or FAX to (909) 537-7607
Mail to: Attn: Student Financial Services, CSUSB, 5500 University Parkway, San Bernardino, CA 92407

Students will be charged a $25 Administrative Fee due to a reduction in units. **For refunds that do NOT pertain to tuition and fees, you must obtain departmental approval (see below) from the department administering the fee.**

THIS FORM DOES NOT WITHDRAW STUDENTS FROM CLASSES.
It is the sole responsibility of the student to withdraw from classes.

STUDENT INFORMATION

Term(s): _____ **Amount Requested:** _____

***MyCoyote* ID:** _____ **Name:** _____

Street Address: _____

City, State, Zip Code: _____ **Tel.#:** _____

Signature: _____ **Date:** _____

Reason for Requesting Refund:

- ☐ Reduced Units (prior to refund deadline)
- ☐ Administrative Error
- ☐ Received Financial Aid
- ☐ Dropped *all* Units
- ☐ Class Cancelled
- ☐ Other: _____

Credit card and Cash Payments will typically be processed within 10 to 15 business days. If payment was made by check and you provide a copy of your cancelled check, we can expedite the refund; otherwise please allow 4-5 weeks.
Applicable refunds can be transmitted via Direct Deposit. Sign up via your *MyCoyote* account prior to submitting form.

DEPARTMENT USE ONLY

Miscellaneous Fees:

- ☐ Application for Admission
- ☐ Transcripts
- ☐ Certificate
- ☐ Adm. & RRE Miscellaneous Fee
- ☐ Graduation Check
- ☐ Key (Misc. Revenue)
- ☐ Credential
- ☐ Other: _____

Receipt Information: _____
Receipt Number **Date** **Amt. to Refund**

PeopleSoft Chartfield: _____
Account **Fund** **Dept.** **Project** **Class** **Other**

Department Approval: _____
Signature **Date**

Housing Refund Amt.: _____ **Housing Approval:** _____

STUDENT FINANCIAL SERVICES USE ONLY

Administrative Fee Assessed: _____

Total Refund Processed: _____

Processed By: _____ **Date:** _____

Direct Deposit	Check	Credit Card
$	$	$

ACCOUNTS PAYABLE USE ONLY

Vendor#: _____ **Voucher#:** _____
Date: _____ **Entered By:** _____
Check#: _____ **Amount:** _____
Stock#: _____ **Dated:** _____
Reviewed By: _____