## 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:

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

### RECEIVED

- [ ] 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

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Form REV- 04/04/2018