

California State University **Northridge** Intensive English Program

IEP Student Refund Request Form

Processing of the refund will only begin after all required documents are submitted. The refund will take 6 to 8 weeks from the date of approval by the IEP Office. **Please note:** If the refund check is to be made out to a payee other than the student, the following documents must be submitted along with this request: letter signed by the student authorizing the refund to be issued to another party; copy of the student's passport or identification card with photo with the student's signature; and proof of payment by the third party. This exception refund request cannot be processed without these documents. Additional restrictions may apply, please review the full refund policy on our website at www.csun.edu/iep or contact the IEP office.

Date of request: _____ Student's ID#: _____

Student's last name: _____ Student's first name: _____

Student's phone: _____ Student's E-mail: _____

Reason(s) for refund: _____ Original Payment Method: _____

Make refund payable to: _____
If requesting a payee other than the student, please include birth date of payee: _____

Address where refund check should be sent: _____

Please indicate the session(s) and year for which you are requesting a refund:

Spring _____	Summer _____	Fall Midentry _____
Spring Midentry _____	Fall _____	

FOR OFFICE USE ONLY:

Current Session _____ First Session _____

Recommended Refund Amount: _____

◆ Refund Denied Reason for denial: _____

Reviewed by SSC: _____ Date: _____

Reviewed by Housing Coordinator: _____ Date: _____

Accounting Approval: _____ Date: _____