

IEUP STUDENT REFUND REQUEST FORM

Before filing out this form, please review the full refund policy at TsengCollege.csun.edu/studentinfo/ieup-programpolicies

- Note:
1. Application fees are nonrefundable.
 2. All refunds will be made out to the original payee in original payment method.
 3. If you are a sponsored student, please provide a copy of your financial guarantee along with the Refund Request Form.
 4. Please allow at least 6–8 weeks for the refund once we have received all the required documents.

PLEASE PRINT CLEARLY

STUDENT'S LAST NAME		STUDENT'S FIRST NAME	
DATE OF REQUEST		STUDENT ID#	
PHONE (WITH AREA CODE)	EMAIL		
REASON(S) FOR REFUND			
REQUESTED REFUND AMOUNT			
PLEASE INDICATE THE TERM AND THE YEAR FOR THIS REFUND REQUEST			
<input type="checkbox"/> Spring <input type="checkbox"/> Spring mid-entry <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Fall mid-entry Year _____			
PLEASE INDICATE THE ORIGINAL PAYEE			
<input type="checkbox"/> Student	REFUND ADDRESS		
	City	State/Province	
	Zip/Postal Code	Country	
<input type="checkbox"/> 3rd party payee (other than the student)	LAST NAME		FIRST NAME
	BIRTH DATE		PHONE
	EMAIL		
	REFUND ADDRESS		
	City	State/Province	
	Zip/Postal Code	Country	
	3rd party payee must provide the following documents along with this request: <ol style="list-style-type: none"> 1) letter signed by the student authorizing the refund to be issued to another party; 2) copy of the student's passport or picture identification card with the student's signature; 3) proof of payment by the third party (card authorization form, bank statement) 		

OFFICE USE ONLY

TYPE	VERIFY ADDRESS	MOVE TO SPONSOR	REMOVE CHARGES	CREATE 3RD PARTY	LINK 3RD PARTY	FWD TO UCS	REMOVE SFB	SFB BACK ON	ADD SFB OTHER	ADD PERSON COMMENT
STUDENT										
3RD PARTY										
<input type="checkbox"/> Approved	AMOUNT									
<input type="checkbox"/> Denied	REASON									
REVIEWED BY STUDENT SERVICE MANAGER								DATE		
ACCOUNTING APPROVAL								DATE		