



Refund Request

for
Tuition and Fees

SF State Bursar's Office
1600 Holloway Avenue, ADM 155
San Francisco, CA 94132
Phone: (415) 338-1281
Fax: (415) 338-7787
<http://www.sfsu.edu/~bursar>

Semester Year

Filing Requirements (does not apply to CEL students):

- a) You are "not enrolled" or have officially withdrawn from the University prior to the first day of the semester.
- b) You have dropped all course(s) after the 1st day of the semester and have officially withdrawn no later than the sixty percent (60%) point in the academic period.
- c) You have dropped units that qualify you for lower tuition and registration fees.

Instructions:

- 1. Submit completed form to the Bursar's Office in person, fax, or mail.
- 2. Students should review the refund policy and guidelines located at the bottom of this page. For more information regarding tuition refunds, visit the [Bursar's Office website](#).

Part I: STUDENT INFORMATION

1. Student ID: _____ **3. Phone Number:** **4. E-mail:** _____

2. Name: _____

Part II: REGISTRATION/ENROLLMENT INFORMATION

- 1. Residency Status: CA Out-of-State International
- 2. Financial Aid Recipient: Yes No
- 3. New Student/Transfer: Yes No
If Yes, was ID Card Issued?

Part III: REFUND INFORMATION

- 1. Refund Type Request: _____ If not listed, please specify: _____
For withdrawal, please provide the "official" withdrawal date: _____
For Unit Load Reduction: From _____ units To _____ units
- 2. Refund Option: Select one option only

Address

Mail Check: Provide your mailing address:
City State Zip Code

Direct Deposit: If you are currently a direct deposit participant, your refund will automatically be deposited to your bank account. If not, you must sign up for direct deposit at : <https://gateway.sfsu.edu/>. Please note that it will require ten (10) business days to complete the direct deposit setup.

Credit Card: To apply refund to the cardholder's account, you must provide the original payment confirmation number.

Part IV : STUDENT SIGNATURE

My signature certifies the accuracy of the above information, and that I have read and understand the refund requirements and guidelines provided on this form.

Signature: _____ Date:

| |
|-------------------|
| For Internal Use: |
| |

SF STATE REFUND POLICY AND GUIDELINES

<http://www.sfsu.edu/~bursar>

| Refund | Official Withdrawal prior to the 1st Day of the semester including students who paid but did not register for any classes | Official Withdrawal on and after 1st day of the semester | Unit Load Reduction (resulting in lower tuition and registration fees) |
|-------------|--|---|---|
| Policy | <p>- Refund for which a student is eligible will be "automatic" when a student follows campus-established procedures to cancel registration, drops courses, or withdraw for the academic period.</p> <p>- Students will be entitled to a full refund of tuition and fees and nonresident tuition only if they cancel registration or drop all courses prior to the first day of the semester for an academic term less any applicable administrative and un-refundable local fees.</p> | <p>- For state-supported semester term, students who drop all courses or officially withdraw no later than the sixty percent (60%) point in the academic period shall be entitled to receive a pro-rata refund of nonresident tuition and tuition and fees less any applicable administrative fees.</p> <p>- The pro-rata refund is determined on the basis of the date of the student's withdrawal and the length of the academic period/ semester. The length of the academic period/ semester is calculated from the first day of the semester through the final exam day of the period and excludes any breaks of five (5) days or more.</p> <p>- A student, who officially withdraws from the University after the sixty percent (60%) point in the academic period, fails to drop courses or fails to officially withdraw by the end of the campus drop period (deadline), shall not be entitled to any refund of tuition and fees.</p> | <p>- Students who drop some but not all units resulting in lower tuition and fee obligation within the campus designated drop period (deadline) and in accordance with the campus withdrawal procedures will be entitled to a refund of the applicable difference in tuition and fees less any applicable administrative fee.</p> |
| Calculation | <p>Refund Amount = Total Tuition and Fees Paid - (non-refundable \$20 Administrative and \$2 ID Fees)</p> | <p>Refund Rate = $\frac{\text{Total \# of days in semester} - \text{\# of days enrolled}}{\text{Total \# of days in semester}}$</p> <p>Refund Amount = (Refund Rate * Total Amount of Tuition and Fees paid) - non-refundable \$20 Administrative Fee</p> | <p>For Tuition and Fees = (More than 6 units tuition and fees - 6 units or less tuition and fee) - non-refundable \$20 Administrative Fee</p> <p>For Nonresident Tuition Fee: Refund Rate = $\frac{\text{Total \# of days in semester} - \text{\# of days enrolled}}{\text{Total \# of days in semester}}$</p> <p>Refund Amount = (Refund Rate * Total Amount of Nonresident Tuition Fee paid) - \$20 Admin. Fee</p> |

Processing Time :

Standard refund processing : 2 - 3 weeks from receipt of completed refund request form
 Official Withdrawals : "Automatic Refunds" 2- 3 weeks from "official" withdrawal date
 Unofficial Withdrawals : 2 - 3 weeks from 60% point in the academic period
 "Emergency" Refunds : Requests will be reviewed and processed within 5 - 7 business days

ID Card Fee:

The \$2 campus ID fee is refundable only for :
 a) new/transfer students who "officially withdrew" prior to the 1st day of the semester and were not issued an ID Card.
 b) continuing students who "officially withdrew" from the university prior to the 1st day of the semester.

Administrative fee : The \$20.00 administrative fee is refundable only under the following conditions:

- a) The tuition and registration fees were assessed or collected in error;
- b) The courses for which the tuition and registration fees were assessed or collected was cancelled by the University;
- c) The student was activated for compulsory military service.

Late Request for Refund: Title V of the CA Code of Regulations provides for late application of refunds only in the case of death or disability, or if a University rule prevents you from continuing. You must submit a Refund Request form and a Petition for Waiver of Financial Regulations to the Bursar's Office, ADM155 or Student Services Center SSB 102.

Financial Aid Recipient : Refunds are subject to the Return of Title IV Regulations. Visit <http://www.sfsu.edu/~finaid/refund.html>

Debts Owed to the University: Refunds will be applied to any outstanding obligation(s) due to the University.
 For details visit url: (<http://www.calstate.edu/AcadAff/codedmemos/AA-2002-13.pdf>)