



Fee Waiver Application Fee Refund Request

Date:

Please Note:

- You may submit a request prior to submitting a Fee Waiver application, but an eligible Fee Waiver application for the term indicated below must be received before your refund can be processed.
- The student indicated on this form must match up with the student listed on your Fee Waiver application for the term.
- Proof of payment must be included with the refund request. A copy of the receipt is preferred.
- Fee Waiver Application Fee Refund Requests will not be processed by Human Resources until census for the term the student is attending.

Term applied for:

Campus attending:

Employee Information

Name:

Employee ID:

Email:

Mailing Address:

Student Information (if different from employee):

Name:

Student ID:

Last 4 digits of card number used to pay \$70 application fee:

Human Resources verifies that an eligible application was submitted for the term and student is eligible for an application fee refund under the Fee Waiver benefit. Sign: _____

Received by:

Date:

Refunds are usually processed within two weeks of the date received after verification from the CSU.