

CAL POLY HUMBOLDT

Request for Refund

Student Financial Services SBS 285 | 707-826-6789

Refunds will be processed within 21 days of the submission date and processed back to the original form of payment (credit card, direct deposit, or check).

****For a parking permit refund, please attach permit to back of page****

Name: _____ Humboldt ID: _____

Mailing Address: _____

City, State, Zip: _____ Phone Number: _____

I request a refund of fees paid for: _____

Reason for request: _____

By signing below, I understand that debts owed to the University may be withheld from any refund due to me. Refunds will be issued to the original payment method if possible or refunded via direct deposit through the Student Center. If neither forms of refund are applicable, a check will be mailed to the address listed above.

Requester's Signature: _____ Date: _____

Please submit the completed form one of the following ways:

***In Person to
the Cashier's Office
SBS 285***

***By Email to
CASH@humboldt.edu***

***By Mail to
1 Harpst Street
Arcata, CA 95521***

For SFS Office Use Only

Refund Amount:

Credit Adjustment: Needs an ADJ Posted to Student Account
(Include student account screenshot or original transaction)

Transaction moved to NST-REFUND
(Include transaction screenshot) 250004-ZM002

NST Online Payment
(Include original transaction screenshot)

SFS ADJ Date: _____ (include screenshot)

SFS Initials: _____

SFS Notes: _____

Manager Approval: _____ Date: _____