CALIFORNIA STATE UNIVERSITY
LONG BEACH
FINANCIAL MANAGEMENT

APPLICATION FOR PARKING REFUND INSTRUCTIONS

GENERAL INSTRUCTIONS

Please complete the Application for Parking Refund form through DocuSign. Follow the steps below to ensure your request is submitted accurately and routed for the appropriate review and approval.

STEP 1: ACCESS THE DOCUSIGN POWERFORM

The DocuSign PowerForm allows you to complete and electronically sign your refund request.

- Enter your full name and campus email address.
- Click **Begin Signing** to proceed.

STEP 2: ACCEPT THE ELECTRONIC SIGNATURE AGREEMENT

- Review the DocuSign Electronic Record and Signature Disclosure.
- Check the box to agree to use electronic records and signatures.
- Click **Continue** to access the form.

STEP 3: COMPLETE YOUR INFORMATION

Fill in all required fields, including:

- Full name
- Campus ID
- Date
- Mailing address
- Phone number
- Email address

Note: All required fields must be completed before submitting the form.

STEP 4: PROVIDE PARKING REFUND DETAILS

Complete the applicable parking refund information:

- **Parking Fees**: Enter the applicable parking fee information.
- **Permit/Citation Number**: Provide the associated permit or citation number.
- **Term and Year**: Indicate the applicable academic term and year.
- **Reason for Refund**: Select the appropriate reason:
    - Withdrawal from University
    - Fee Collected in Error
    - Reduction of Units
    - Other (provide additional details, if applicable)

STEP 5: REVIEW REFUND CONDITIONS

Before signing, please review the following important information:

- All refunds are subject to a **$10 processing fee.**
- Your parking permit will be canceled immediately upon processing the request.

- Payments not originally made by credit card will be refunded through **e-Refund**.
- Make sure your banking information is current in your student account at MyCSULB.
- **Refund processing may take 4–6 weeks.**

STEP 6: SIGN AND SUBMIT YOUR FORM

Once you've completed all required fields:

1. Review your information for accuracy.
2. Click **Sign** in the designated signature field.
3. If this is your first time using DocuSign, select a signature style or draw your own.
4. Click **Adopt and Sign** to confirm your signature.
5. Click **Finish** to submit your completed form.

Your request will then be routed for the appropriate departmental review and approval.

NEED ASSISTANCE?

For questions regarding your parking refund request, please contact:

CSULB Cashiers Office
Email: cashiers@csulb.edu
Phone: (562) 985-5471, Option 3