

Application for Refund Instructions

General Instructions

Complete the form and route to appropriate administrator. Please continue reading this page for instruction details.

DocuSign Powerform

This DocuSign Powerform identifies the individuals to whom the form is routed for signature.

- Fill out your name and campus email address.

PowerForm Signer Information


Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.


Please enter your name and email to begin the signing process.

Your Role:
Requestor *

Your Name:

Your Email:





Accept DocuSign electronic agreement

Click the checkbox to agree to use electronic records and signatures and then click "Continue".

 Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE **OTHER ACTIONS** ▾

Employee Information and Required Information

Fill out the required fields as indicated by the red boxes.

CALIFORNIA STATE UNIVERSITY LONG BEACH

APPLICATION FOR REFUND

Email: StudentAccountServices@csulb.edu
Phone Number: 562-985-8280

NAME: John Doe CAMPUS ID: 999999999 DATE: 5/10/2019

ADDRESS: 1250 Bellflower Blvd., Long Beach, CA 90840 PHONE: 999-999-9999

EMAIL: John.Doe@csulb.edu

THE UNIVERSITY'S POLICY ON REFUNDS IS THAT ALL PAYMENTS, WHICH WERE NOT ORIGINALLY PAID BY CREDIT CARD, WILL BE REFUNDED VIA E-REFUND. PLEASE CHECK YOUR STUDENT ACCOUNT TO MAKE SURE YOU HAVE A VALID BANK ACCOUNT SET UP TO RECEIVE YOUR REFUND. YOU CAN SIGN UP FOR E-REFUND AT <http://my.csulb.edu>.

I HEREBY REQUEST A REFUND AS INDICATED BELOW, LESS ANY AMOUNTS NOT REFUNDABLE BY STATE AND UNIVERSITY REGULATIONS. ALL REFUNDS ARE SUBJECT TO A \$10.00 REFUND PROCESSING FEE.

THE REFUND REQUEST IS FOR

TUITION AND MANDATORY FEES

TERM: Winter ▾

YEAR: 2020

NOTE: TO REQUEST REFUND FOR PARKING, PLEASE COMPLETE A PARKING REFUND REQUEST FORM.

REASON FOR REQUESTING REFUND

WITHDRAWAL FROM UNIVERSITY

FEE COLLECTED IN ERROR

REDUCTION OF UNITS

OTHER This is a test reason only.

Sign and complete DocuSign form

Click “Sign” to electronically sign the form.

Requestor's Signature  _____ Date: 5/10/2019

If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature.

Click “Adopt and Sign” when done. Click "Finish" when done.

Adopt Your Signature

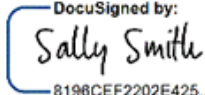

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE DRAW

PREVIEW [Change Style](#)


DocuSigned by:

8196CEF2202E425... 

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Optional: If desired, download or print a copy of the form for your records. Otherwise; click “Close”.

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, click Download or Print and save.

DOWNLOAD **PRINT** **CLOSE**