

CUESTA COLLEGE FEES REFUND REQUEST

- **ALL REFUND REQUIREMENTS CAN BE FOUND IN THE CURRENT CLASS SCHEDULE AND AT www.cuesta.edu**
- **It is the student's responsibility to learn Cuesta's drop and refund deadlines and procedures.** Dropping classes and receiving a refund is a multiple step process. Students must complete a drop transaction online, by mail, fax or in person **AND** submit a Refund Request form in order to be dropped and receive a refund. (Signed handwritten refund requests are also accepted.)
- To receive a **full refund** for the **Fall/Spring/Summer Semester**, course(s) must be **OFFICIALLY dropped** no later than **the Sunday before the semester begins**. For specific dates, please refer to the Cuesta College website or the current class schedule of courses.
- To receive a **partial refund**, which is the enrollment fee only, full semester course(s) must be **OFFICIALLY dropped by the end of the second week of instruction**. For specific dates, please refer to you [My Class Schedule/Receipt](#) through your myCuesta account using the [Banner Self-Service/Student/Registration](#) links.
- Submit request forms to the Cashier's Office located at either the San Luis Obispo or North County campus. To submit requests by mail, send to: Cuesta College, Attn: Cashier, P.O. Box 8106, San Luis Obispo, CA 93403-8106. To FAX: 805/546-3169.
- **Requested refunds are processed with Bank Mobile Disbursements, a technology solution, powered by BMTX, Inc. For more information about BankMobile Disbursements, visit: <http://bankmobiledisbursements.com/refundchoices/>**

A \$10 SERVICE FEE WILL BE DEDUCTED FROM REFUNDS OF ENROLLMENT

****Before You Complete This Form Check Your myCuesta Account Balance ****

Only accounts with a dropped class credit balance (negative \$ balance) need fill out this form in order to receive a refund check. Credit balances for Financial Aid do not require a request. See Student tab, My Web Services/Banner Self-Service, Student/Student Account, Account Summary by Term to check for a credit balance.

Refunds/fee credits for dropped classes may also be used for current term added classes or future semester registration fees. Only students who wish to receive a refund disbursement need to complete this form. Credits used toward added classes or future semesters are not charged the \$10 service fee.

PLEASE PRINT CLEARLY

Student I.D. Number: _____

NAME: _____
Last First M.I.

Please keep your address and contact information current on both your BankMobile Disbursements *and* your myCuesta account. See <https://bankmobiledisbursements.com/refundchoices/> to log in to your profile. Or see my.Cuesta.edu, then Student tab/Web Services and Personal Information to update your Cuesta contact information.

~I understand this is NOT a request to be dropped and I am responsible for learning refund/drop deadlines and procedures. ~

Student's Signature

Date