

CUESTA COLLEGE SUMMER FEES REFUND REQUEST

- **ALL REFUND REQUIREMENTS CAN BE FOUND IN THE CURRENT CLASS SCHEDULE OR AT www.cuesta.edu**
- **It is the student's responsibility to learn Cuesta's drop and refund deadlines.** 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 may also be submitted.)
- To receive a **full refund** for the **Summer Session**, course(s) must be **OFFICIALLY dropped** no later than **the Saturday before the session begins**. For specific dates, please refer to the summer schedule of courses.
- To receive a **partial refund**, which is the enrollment fee only, summer course(s) must be **officially dropped prior to completion of 10% of the course**. For specific dates, please refer to your class schedule online through myCuesta/Student tab/Class Schedule / Receipt. <http://my.cuesta.edu>
- Submit completed 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 by Bank Mobile, a financial services company. Registered students should receive a Bank Mobile refund kit by mail to the address on record (at the time of your first Cuesta registration) and then activate a refund preference online. Refunds are disbursed based on the Bank Mobile activation.**

A \$10 SERVICE FEE IS 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. 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.

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 MI

Please keep your address and contact information current on both your BankMobile account *and* your myCuesta account. See bankmobilevibe.com for BankMobile log in 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 knowing refund/drop deadlines and procedures.

Student's Signature

Date

PARKING PERMIT NUMBER (returned with this request) _____

To be eligible for a refund for the Parking Permit, it must be returned in **NEW CONDITION with this request. No refunds** after session starts.