



# Refund Request

## Student Information

Student I.D #: \_\_\_\_\_ Name \_\_\_\_\_ Date: \_\_\_\_\_

Reason for refund: \_\_\_\_\_  
\_\_\_\_\_

## Payment Information

Campus Receiving Payment: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Paid By:  Check # \_\_\_\_\_ Amount: \_\_\_\_\_

Cash

Credit Card

Web Page

Payment Received From: \_\_\_\_\_

## Refund Information

All payments made by check require a 30 day waiting period before a refund can be issued. Refund checks will only be issued to the remitter of the original check payment. Refunds processed at the campus level can either be mailed or picked up from the campus Financial Secretary.

Please mail the refund check

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Please call when the check is ready to be picked up

Phone: \_\_\_\_\_

## Processing Information

Refund Check # \_\_\_\_\_ Date Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Picked up by \_\_\_\_\_ Date: \_\_\_\_\_

(Signature required for pick up)

Refund Check not authorized, see attached return notification

All refunds processed through the Finance Department at CISD Administration will be mailed. A copy of the receipt must be attached to process a refund.