

Kremen Education Building, Room 130
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 www.fresnostate.edu/earlystart



Continuing and Global Education

Early Start Program Change/Refund Form

Make program changes and pay fees online at my.fresnostate.edu

(please print clearly in black or blue ink)

 Last Name First Name M.I. Date of Birth Fresno State ID

 Email Address Phone Number

I understand that my refund will be issued to my mailing address on file in My Fresno State

Select Code: **A** = Adding a Course; **D** = Dropping a Course or Complete Withdrawal; **W** = Received fee waiver and requesting refund

Code	Class Number	Course (e.g. ESE 1)	Permission Number (if adding)	Number of Units	Fees (if adding)

(For policies and procedures, visit: fresnostate.edu/earlystart)

Course Fee	
Total Fees \$	

Payment Information

Please make payment online or at the Cashier Window. Please refer to your Fresno State Portal for balance and deadline information.

If eligible and applying for a refund, please list your reason below. If dropping after the refund eligibility deadline, please provide supporting documents.

 Student's Signature Date

Continuing and Global Education use only

Prog. Coord.: Full refund/reversal _____ Pro-rated refund/reversal _____ No refund/reversal _____ Initials _____ Date _____

Registrar: Total Units Dropped _____ I certify that the amount of \$ _____ was collected/sponsored. Initials _____ Date _____

Operations Support Coordinator: **Amount of refund/reversal approved \$** _____ Initials _____ Date _____

 Authorized Signature, Continuing and Global Education Date

Accounting Office use only

Transaction # _____ Transaction Date _____

Refund student's account: \$ _____ Date _____ Refund paid on Check # _____ Date _____

Refund processed by: Initials _____ Date _____ Approved by: Initials _____ Date _____