

Early Start Drop/Refund Form

SEE REVERSE FOR INSTRUCTIONS

Please fill out your "Student Information" and details for Early Start English and/or Math, depending on which course(s) you are dropping. Please sign the form in the box below. See reverse for information on how to submit the form.

STUDENT INFORMATION

Last Name

First Name

M.I.

Fresno State ID #

Phone Number

Email Address

Date of Birth

EARLY START ENGLISH REFUND

Have you dropped your English course on your MyFresnoState portal? (if not, you will be dropped when your refund is processed)

Yes

No

Class Number
(e.g. "50402")

Why are you requesting a refund? (if you were deemed exempt from Early Start English, please write "EXEMPT")

EARLY START MATH REFUND

Have you dropped your Math course on your MyFresnoState portal? (if not, you will be dropped when your refund is processed)

Yes

No

Class Number
(e.g. "50402")

Why are you requesting a refund? (if you were deemed exempt from Early Start Math, please write "EXEMPT")

PLEASE REVIEW AND SIGN

By signing this document, I affirm that:

1. All of the information provided is complete and accurate to the best of my knowledge;
2. I fully understand the Early Start refund policies detailed on this form; and
3. I understand that, if my refund is approved, my refund check will be sent to my mailing address (which is listed on the MyFresnoState portal).

Student Signature

Date

Office Use Only (Continuing & Global Education)

ES Coordinator: ESE 1 (\$182) ESM 1 (\$182) ESM 3 (\$546) Student Fees (\$2) No Refund Initials: _____ Date: _____

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

Payroll/Contracts: Amount of refund approved: _____ Initials: _____ Date: _____

Refund Approval: Signature _____ Date: _____

Office Use Only (Accounting Services)

Refund Student's Account: \$: _____ Date: _____ Refund Paid on Check #: _____ Date: _____

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

REFUNDS FOR EARLY START EXEMPTIONS

This happens when: Fresno State receives a transcript, test score, or other information that exempts you from an Early Start class after you registered for a course. You will be automatically dropped from your Early Start course once this information is processed, but you must turn in this form to get a refund.

You can get a refund by: filling out this form and turning it in no later than July 31, 2015. You will not receive a refund if you become exempt from your Early Start course after the course has concluded.

DROPPING YOUR EARLY START COURSE

This happens when: you decide to not to attend an Early Start course at Fresno State. This might happen if you choose to take Early Start at another California State University campus or if you decide not to attend Fresno State in the fall.

You can drop your course and get a refund by: turning in this form. We will drop you from your course and process the refund. You must turn in this form on or before the first day of class in order to receive a refund of your fees.

or

You can drop your course online and get a refund by: dropping your course on the MyFresnoState portal on or before the first day of class. You must still turn in this form to get a refund. Please turn this form in no later than July 31, 2015.

DROPPING YOUR EARLY START COURSE (SPECIAL CIRCUMSTANCES)

This happens when: you must drop your Early Start course after the class has begun due to an unavoidable life event, such as serious injury, jury duty, pregnancy, or call to military service.

You can file a request by: turning in this form immediately, along with verifiable documentation of the reason for your request. We will consider your request and return a decision within two weeks. Special Circumstances requests are reviewed and approved on a case-by-case basis. There is no guarantee that a Special Circumstances request will be approved.

SUBMITTING THE FORM

Submit Form In Person: You may submit the form in person to the Continuing and Global Education Office in the Education Building, room 130, on the Fresno State campus. The Education building is a 4-story building located on the northwest corner of the Shaw/Maple intersection. Free, 20-minute parking is available in front of the building.

2015 Office Hours

Regular Hours: 8AM-5PM

Summer Hours: 7AM-3:30PM (May 15-August 7)

Submit Form by Fax: Fax the form to 559.278.0395.

Submit Form by Mail: Mail the form to David Hoff; 5005 N. Maple Ave M/S ED76; Fresno, CA 93740-8025 (please note that the form must be RECEIVED by the office by the deadlines above. Please allow 3-4 business days for the form to be received by mail.

RECEIVING YOUR REFUND

Refund checks will be sent to the mailing address you have specified in your MyFresnoState Account. You should receive your check in 4-6 weeks.

To view and change your preferred mailing address:

1. Login to your student account at my.fresnostate.edu.
2. Click on "Student Self Service" and "Student Center."
3. Click on "My Personal Information" (fourth green arrow).
4. Your mailing address will be displayed. To change it, click "Mailing Address."
5. Edit the mailing address and click "OK" to save.

QUESTIONS

If you have any questions about the refund process or policies, contact the Division of Continuing and Global Education at **559.278.0333** during office hours or email cginfo@csufresno.edu.