Navigate the Island:

Understanding Student Financial Refunds

Refund Policy
Section 41802 in Title 5
of the CSU Code of Regulations

Refunds are processed in accordance to the guidelines published

by the CSU. The policy for regulations on Title V student fee

refunds can be found on the California State University web site at

the following link: https://calstate.policystat.com

**Fall 2022
Payment Deadline is
Tuesday, August 16, 2022
by 5:00 p.m.**

Payments must be received on time. You may be subject to disenrollment if fees are not paid by the payment due date.

https://www.csuci.edu/sbs/fees-and-due-dates.htm
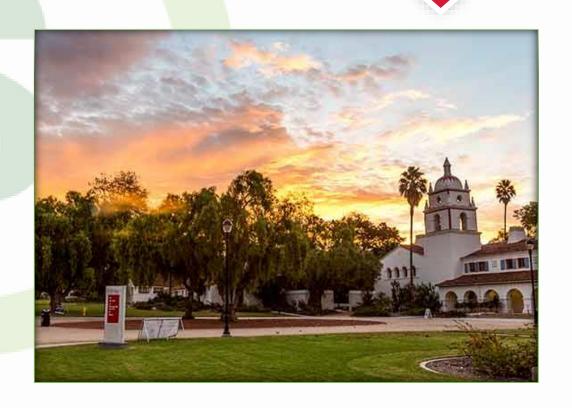
Fall 2022
TERM OFFICIALLY
BEGINS
August 20, 2022

Channel Islands
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https://www.csuci.edu/sbs/

Payment of Student Refunds

Students are not required to request a refund. Any refund for which a student is eligible will be "automatic" when a student follows campus-established procedures to cancel registration, drop courses, or withdraw for the academic period.

Any refund due a student is to be applied first toward any required return of student financial aid funds from federal, state, institutional, or external sources and then, the balance may be returned to the student.

Financial aid will begin disbursements to student accounts on Thursday, August 11, 2022

✓ **You'll be able to view the types of financial aid you may be expecting at this time.**

✓ **Any earned financial aid (FA) disbursed in excess of your account balance will be refunded to you.**

https://www.csuci.edu/sbs/payments-and-refunds.htm

What type of payments can be refunded?

FINANCIAL AID

- **Grants**
- **Loans**
- **Scholarships**
- **Parent Plus Loans** *(to parent only)*
- **Third Party Sponsorships**
  Dept. of Rehabilitation, VA,
  Private employee sponsor

OUT-OF-POCKET PAYMENTS
(Personal payments)

- **Credit Card**
- **Cash**
- **Check**

Financial Aid Office contact email:
financial.aid@csuci.edu

Types of Aid
https://www.csuci.edu/financialaid/05_01_Types_of_Aid_Main.htm
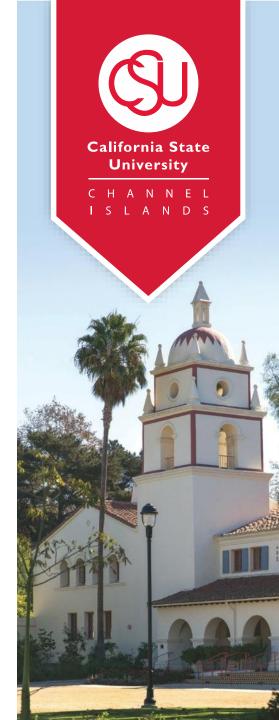
https://www.csuci.edu/sbs/

**All financial aid and out-of-pocket payments
are applied directly to the student account**
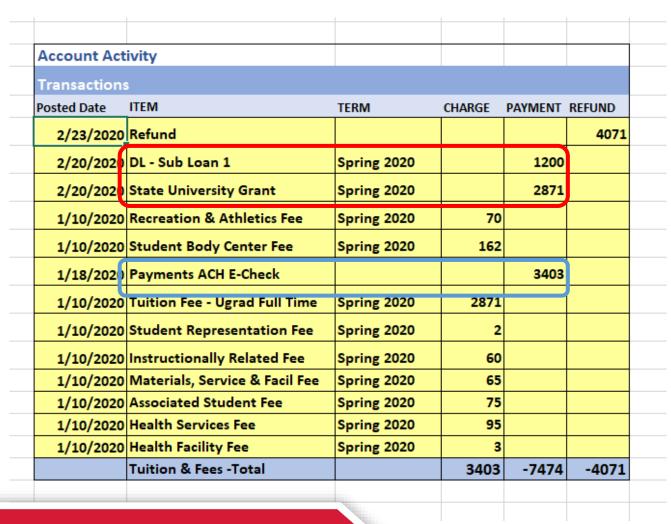
*** FEDERAL AID * CASH * CHECKS * WAIVERS
* 3ᴿᴰ PARTY SPONSORS * SCHOLARSHIPS**

Be sure to review your transactions through your myCI student portal.
It is up to you to monitor your account and step in to cover any fees that may not be covered by your financial aid BEFORE the published payment deadline to prevent dis-enrollment from classes.

There is no guarantee your financial aid will apply onto your student account before the payment deadline. It's a good idea to have other options lined up to cover fees should this occur.
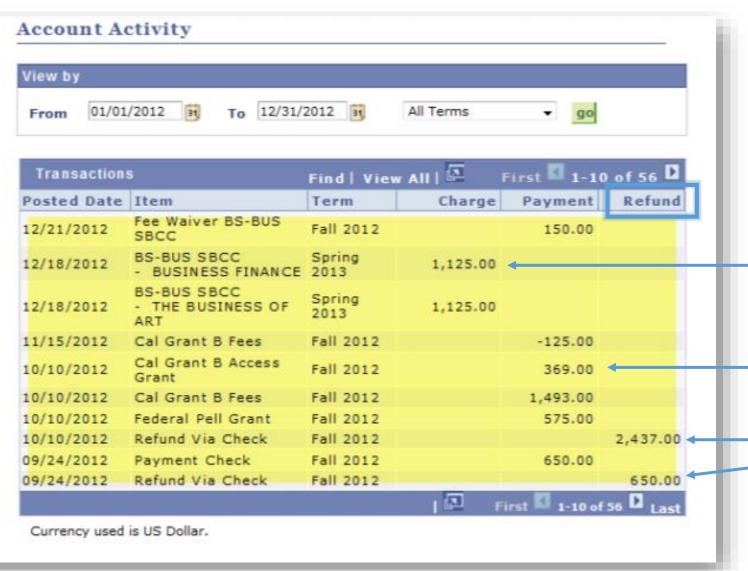
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Example 1 – **If aid comes in after payment deadline and I pay out of pocket what happens on my student account? Will I get reimbursed?**

Account Activity

Transactions

Posted Date	ITEM	TERM	CHARGE	PAYMENT	REFUND
2/23/2020	Refund				4071
2/20/2020	DL - Sub Loan 1	Spring 2020		1200	
2/20/2020	State University Grant	Spring 2020		2871	
1/10/2020	Recreation & Athletics Fee	Spring 2020	70		
1/10/2020	Student Body Center Fee	Spring 2020	162		
1/18/2020	Payments ACH E-Check			3403	
1/10/2020	Tuition Fee - Ugrad Full Time	Spring 2020	2871		
1/10/2020	Student Representation Fee	Spring 2020	2		
1/10/2020	Instructionally Related Fee	Spring 2020	60		
1/10/2020	Materials, Service & Facil Fee	Spring 2020	65		
1/10/2020	Associated Student Fee	Spring 2020	75		
1/10/2020	Health Services Fee	Spring 2020	95		
1/10/2020	Health Facility Fee	Spring 2020	3		
	Tuition & Fees -Total		3403	-7474	-4071

1. Fees post on 1/10/20

2. **Pmt Deadline is 1/18/20**

3. Financial aid not yet applied

4. **Personal E-Check payment posts on 1/18/20**

5. **Financial aid post on 2/20/20**

6. **SUG pays $2871 Tuition Fee**

7. **Sub Loan pays $532   Mandatory Fees**

8. **$668-Sub Loan overpayment $3403-Reimbursement back to student for e-check payment**

= $4071 REFUND

Account Activity

View by

From `01/01/2012` To `12/31/2012` `All Terms ▼` **go**

Transactions — Find | View All | 📷 — First ◀ 1-10 of 56 ▶

Posted Date	Item	Term	Charge	Payment	Refund
12/21/2012	Fee Waiver BS-BUS SBCC	Fall 2012		150.00	
12/18/2012	BS-BUS SBCC - BUSINESS FINANCE	Spring 2013	1,125.00		
12/18/2012	BS-BUS SBCC - THE BUSINESS OF ART	Spring 2013	1,125.00		
11/15/2012	Cal Grant B Fees	Fall 2012		-125.00	
10/10/2012	Cal Grant B Access Grant	Fall 2012		369.00	
10/10/2012	Cal Grant B Fees	Fall 2012		1,493.00	
10/10/2012	Federal Pell Grant	Fall 2012		575.00	
10/10/2012	Refund Via Check	Fall 2012			2,437.00
09/24/2012	Payment Check	Fall 2012		650.00	
09/24/2012	Refund Via Check	Fall 2012			650.00

| 📷 First ◀ 1-10 of 56 ▶ Last

Currency used is US Dollar.

EXAMPLE 2 -REFUNDS
Students receive refunds on their accounts when payments are disbursed in excess of
the account balance

Charges

Payments

Refunds $3087

Monitor your myCI student portal regularly

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I S L A N D S

How will I receive my refund?

Direct Deposit

✓ **Fastest way to receive your refund. Electronic transfer.**

✓ **Enroll in Direct Deposit in your myCI portal.**

✓ **Takes 2-3 business days**

Paper Check

✓ **Checks will be mailed to the mailing address on file.**

✓ **Automatically refunded as check if not enrolled in Direct Deposit**

✓ **Please allow 2-3 weeks for processing**

How to enroll in direct deposit in your myCI student portal

4. In the Student Finances section, on the left-hand side of the page, you will see the "Enroll in Direct Deposit" link. Select the link.

5. You will be required to complete three fields: bank routing number, bank account number and account type.

6. For checking information, the bank routing number and the bank account number can be found on the bottom of your paper checks.

   *Caution: Please do not enter the number on your debit card - this is not your account number.

7. For savings information, please contact your bank to determine the bank routing number and bank account number.

8. Read and agree to the terms and conditions, then select "Submit". Your next refund will be processed using direct deposit.

https://www.csuci.edu/sbs/documents/how-to-enroll-in-direct-dep-20.pdf

How will I get reimbursed for the out-of-pocket payments I made once financial aid applies to my student account?

REFUNDS GO BACK TO ORIGINAL PAYMENT SOURCE

✓ Refunds for credit/debit card payments will be refunded back to the card that was used. Credit card payments are transacted in your myCI portal via the Cashnet payment system within the student portal. (2.65% bank fee)

✓ Cash and Electronic Check payments are a free payment option in myCI portal and will be refunded back as a paper check- unless you've enrolled in direct deposit. Then it will automatically be refunded as direct deposit.

How can I contact Student Business Services?

❖ **Contact Us:**

➢ **Sage Hall, Enrollment Center**

➢ **Phone: (805) 437-8810**

    ➢ **Phone Hours: Mon. – Fri. 9:00 am – 4:30 pm**

    ➢ **Cashier Window Hours:**

        ▪ **Mon. – Fri. 9 a.m. to 4:30 p.m.**

➢ **Email: sbs@csuci.edu**

❖ **Resources:**

➢ **Website: www.csuci.edu/sbs/**

    ▪ **"How to" PDF documents**

    ▪ **Important updates**

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Questions?