

CSUN | FOUNDATION

REFUND POLICY

Amended: October 19, 2023

Donors and patrons of events and services at California State University, Northridge (CSUN) are valued partners in advancing the mission of the university. The purpose of this policy is to clarify procedures regarding refunds of various types of transactions with the CSUN Foundation on behalf of CSUN and its affiliate organizations.

California State University, Northridge Foundation (Foundation) is a recognized auxiliary of the California State University, which provides support for the philanthropic and programmatic activities of CSUN. The Foundation is a tax-exempt, nonprofit organization (FEIN 95-6196006). Transactions processed by the CSUN Foundation on behalf of all CSUN organizations and activities, including, but not limited to colleges, departments, institutes, centers, clubs, organizations, projects and programs are covered by this policy.

Gifts:

As a general rule, charitable gifts are not refundable. For donations made using the CSUN Foundation's giving website, any special requests must be submitted in writing for consideration to **donor.relations@csun.edu** within forty-five (45) days of the gift. Requests for changes in the designation of your gift should also be made to **donor.relations@csun.edu**. Individuals who receive refunds have the responsibility of correcting any tax filings they have made reflecting the refunded amount.

If the purpose for which the gift is given cannot be fulfilled, your gift will be designated toward a fund that most closely resembles the stated purpose. Where possible, the donor will be consulted. In rare circumstances, with the approval of the Foundation's President, a gift may be refunded by the CSUN Foundation. If required, the Foundation will issue appropriate tax documentation.

Refunds are generally returned using the original method of payment. If you made your donation by credit card, your refund will be credited to that same credit card.

Event Registrations:

Cancellations for registrations for events, classes, workshops, or other events sponsored by the CSUN Foundation are based on this policy unless otherwise noted on the registration website.

Registration Cancellation by Participant

Refunds of registration fees, less an administrative fee of five dollars (\$5.00), will be given for cancellations received at least seven (7) business days prior to the event. The individual must notify the event host or CSUN Foundation (foundation@csun.edu) electronically or in writing that they will not be attending the event and their request for a refund. The administrative fee is assessed per participant/ticket. Special circumstances will be taken into consideration.

If the individual decides to not attend the event and would like the fee to become a charitable contribution for tax purposes, the individual must notify the event host or CSUN Foundation (foundation@csun.edu) electronically or in writing that they will not be attending the event and that they wish to donate the event cost as a charitable contribution. This notification must be made prior to the event.

Refunds will not be available to registrants who choose to cancel their registration or choose not to attend an event less than seven (7) business days prior to the event. Special circumstances will be taken into consideration.

Event registrations through a third party website, such as Ticketmaster or EventBrite, are covered by that website's refund policy regardless of the sponsorship by CSUN Foundation.

Event Cancellation by CSUN or affiliate organizations

CSUN and its affiliate organizations reserve the right to cancel an event due to low enrollment or other circumstances that would make the event nonviable. If an event is cancelled by CSUN, registrants will be offered a full refund.

In unlikely situations where an event is cancelled due to a campus closure or other-unforeseen circumstances, registrants will be offered a full refund.

Refunds are generally returned using the original method of payment. If you registered or paid by credit card, your refund will be credited to that same credit card.

Memberships:

Memberships are generally not refundable. Refunds will be made in the event of an error on the part of CSUN Foundation.