



Illinois State Board of Education

100 North First Street, E-240
Springfield, Illinois 62777-0001



APPLICATION FEE REFUND REQUEST

EDUCATOR EFFECTIVENESS DEPARTMENT

TO BE COMPLETED BY THE EDUCATOR

INFORMATION: An applicant who has applied for a credential, but now needs to request a refund for one of the reasons listed below can do so by completing this form. **Refund requests can only be considered for applications that are still in Pending Review (PR) status and the request is received within 7 days of the application date.** Refunds requested for registration fees will be reviewed on an individual basis as these applications do not go to PR status, unless there are issues with the background questions. If we can switch an application for something of the same type and fee amount, we will do so with your authorization as indicated in the applicable section below. *If it is determined that a refund is needed due to a system issue or over payment of fees, then we may disregard the PR status requirement.* All refunds will be credited back to the credit/debit card used to make the payment.

DIRECTIONS: Log in to your ELIS account, click My Credentials, and verify the status and date of your application. The applicant should provide all applicable information requested on this form, add your electronic signature, date the form, and click the **Submit via Email** button at the bottom of the form to submit directly to ISBE. If you do not have an electronic signature, please print the form, sign and date at the bottom, save the printed form as a PDF file, and email the completed form to licensurefees@isbe.net.

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|--|--------------------|-------------------------------|------------------------|
| APPLICANT'S NAME (Last, First, Middle, Maiden) | | IEIN | BIRTHDATE (mm/dd/yyyy) |
| ADDRESS (Street, City, State, ZIP Code) | | TELEPHONE (Include Area Code) | |
| | | EMAIL | |
| DATE OF APPLICATION | APPLICATION AMOUNT | APPLICATION STATUS | |

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| <p>APPLIED FOR AND REQUESTING A REFUND FOR:</p> <p><input type="checkbox"/> Professional Educator License – PEL</p> <p><input type="checkbox"/> Career and Technical Educator License – ELS (CTE)</p> <p><input type="checkbox"/> Transitional Bilingual Educator License – ELS (TBE)</p> <p><input type="checkbox"/> Visiting International Educator License – ELS (VIT)</p> <p><input type="checkbox"/> Chief School Business Official License – ELS (CSBO)</p> <p><input type="checkbox"/> Paraprofessional License – ELS (PARA) (Teacher's Aide)</p> <p><input type="checkbox"/> Substitute License – SUB</p> <p><input type="checkbox"/> Short-Term Substitute License – STS</p> <p><input type="checkbox"/> Subsequent Endorsement – <i>Indicate area:</i> _____</p> <p><input type="checkbox"/> Approval - <i>Indicate approval type:</i> _____</p> <p><input type="checkbox"/> Reinstatement</p> <p><input type="checkbox"/> Registration</p> | <p>REASON FOR THE REFUND REQUEST:</p> <p><input type="checkbox"/> I no longer need the credential.</p> <p><input type="checkbox"/> I applied for the wrong license.</p> <p><input type="checkbox"/> I meant to renew my license, but I applied for an additional credential instead.</p> <p><input type="checkbox"/> I applied for a PEL, but I am going through an entitlement program at an Illinois institution and need to wait for the institution to enter the entitlement before I apply.</p> <p><input type="checkbox"/> I applied for the wrong subsequent endorsement/grade range.</p> <p>* I meant to apply for this Endorsement: _____ at this Grade Range: _____</p> <p><input type="checkbox"/> I authorize ISBE to change my incorrect endorsement/grade range to the endorsement/grade range as indicated above, if applicable.</p> <p><input type="checkbox"/> I applied for the wrong approval.</p> <p>* I meant to apply for this Approval: _____ at this Grade Range: _____</p> <p><input type="checkbox"/> I authorize ISBE to change my incorrect approval to the approval as indicated above, if applicable.</p> <p><input type="checkbox"/> I paid registration for a license I no longer need.</p> |
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I understand that this refund may not be considered if my application is no longer in Pending Review status and this request is not received within 7 days of the application date.

Original or Electronic Signature of Educator

Date