

**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](mailto:licensurefees@isbe.net).

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	

**APPLIED FOR AND REQUESTING A REFUND FOR:**

- ☐ Professional Educator License – PEL
- ☐ Career and Technical Educator License – ELS (CTE)
- ☐ Transitional Bilingual Educator License – ELS (TBE)
- ☐ Visiting International Educator License – ELS (VIT)
- ☐ Chief School Business Official License – ELS (CSBO)
- ☐ Paraprofessional License – ELS (PARA) (Teacher's Aide)
- ☐ Substitute License – SUB
- ☐ Short-Term Substitute License – STS
- ☐ Subsequent Endorsement – *Indicate area:* \_\_\_\_\_
- ☐ Approval - *Indicate approval type:* \_\_\_\_\_
- ☐ Reinstatement
- ☐ Registration

**REASON FOR THE REFUND REQUEST:**

- ☐ I no longer need the credential.
- ☐ I applied for the wrong license.
- ☐ I meant to renew my license, but I applied for an additional credential instead.
- ☐ 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.
- ☐ I applied for the wrong subsequent endorsement/grade range.
- ☐ \* I meant to apply for this Endorsement: \_\_\_\_\_  
at this Grade Range: \_\_\_\_\_
- ☐ I authorize ISBE to change my incorrect endorsement/grade range to the endorsement/grade range as indicated above, if applicable.
- ☐ I applied for the wrong approval.
- ☐ \* I meant to apply for this Approval: \_\_\_\_\_  
at this Grade Range: \_\_\_\_\_
- ☐ I authorize ISBE to change my incorrect approval to the approval as indicated above, if applicable.
- ☐ I paid registration for a license I no longer need.

☐ 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**