



Do you need to request a refund for a recently submitted licensure application?

Refund reasons, requirements, and denial list are subject to policy/rule changes. Please check this page for the most current information.



You may qualify to have your application fee refunded

Reasons for Refund Request

- System issues/overpayment of fees
- Applied for the wrong license
- No longer need the credential
- Applied before being entitled by an Illinois institution
- Retired educator charged registration fees
- Applied for the wrong endorsement/grade range
- Applied for the wrong approval/grade range
- Tried to renew, but applied for a new credential instead
- Paid registration for a license that wasn't needed

Requirements

- Application must still be in Pending Review (PR) status.
- Refund request must be received within seven days of the application date.
- Login into your ELIS account to verify the application status and application date before submitting the required form.
- Refund request must be submitted on ISBE Form 95-10 Application Fee Refund Request.

❖ All approved refunds will be credited back to the credit/debit card used to make the original payment.



Your refund request was not processed

Reasons a Refund May Be Denied/Ineligible

- Application is no longer in Pending Review (PR) status.
- Refund request was not received within seven days of the application date*.
- Refund request was not submitted by the applicant using ISBE Form 95-10 Application Fee Refund Request.

*The seven-day timeline does not apply to Illinois entitlements.

Visit

isbe.net/licensure