



Center for Bilingual/Multicultural Studies  
CSU, Chico  
Tehama 208

## Test Reimbursement Instructions

The following documents are needed to process reimbursement for CSET/CBEST/RICA testing fees.

1. Memorandum of Understanding and Payee Data Record: Complete and sign each document one time per year.
2. Test Receipts: Email receipts to [jdungan@csuchico.edu](mailto:jdungan@csuchico.edu), or turn them into THMA 208. Please be sure that the receipts display the total amount paid for each exam.
3. CIELO Test Prep Worksheet: Submit one test prep form for EACH exam that you need to be reimbursed for.

The reimbursement check should be issued within 3 weeks of the processing date. It will be mailed to the address that you provided on the Payee Data Record. If you have any changes to your address, please complete a new Payee Data Record form and resubmit with receipts.

If you have any questions, please call Jonni Dungan at 530-898-4026.  
CSET/CBEST/RICA