



# SAN DIEGO STATE UNIVERSITY

## **Student Account Services**

### **Fall 2016 Money Matters**

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## **FALL 2016 Money Matters**

**The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory system wide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory system wide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).**

**Students will be liable for amounts that become due as a result of such change.**

You must pay Tuition and Fees before you can access the Web registration system. "My Registration," available at the [SDSU WebPortal](#), contains registration and payment information. **The registration process is not complete until you are officially enrolled in classes. Payment of fees alone does not constitute registration.**

All Cashier Holds must be cleared prior to paying for registration. Payments to clear financial holds must be made by cash, debit cards, money order, or certified check. Inquire at Student Account Services for more information. Personal checks or credit cards will NOT be accepted.

### **Liability for Payment**

It is the student's responsibility to be aware of total fees due whether or not an invoice is received.

Students with an approved Petition for Late Schedule Adjustment must pay in addition to the **\$20.00** late add fee any fees that may be due as a result of the added units. For example, a student enrolled in 6 units has an approved Petition to add 3 additional units. In addition to the \$20.00 late fee, the fees for the difference between part-time and full-time fees are due BEFORE the [Office of the Registrar](#) will process the add request.

**Please note:** Dropping a class after the schedule adjustment deadline (based on approved petition only) does not reduce your fee liability. If you are enrolled in 9 units and drop 3 units, you will still be liable for full-time Tuition and Fees.

Students submitting authorization to bill a third party for their Tuition and Fees will be held responsible for payment if the third party agency fails to pay.

According to Title 5, of the California Code of Regulations, Sections 42380 and 42381, should a student or former student fail to pay any debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid.


Prospective students who register for courses offered by the university are obligated for the payment of Tuition and Fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay Tuition and Fees including any amounts due for the reservation of space in the course.

## Tuition and Fees

Basic Tuition and Fees are required of all students. Nonresident and Graduate Business students pay the Basic Tuition and Fees as listed below and additional per unit tuition and fees (see Professional Business Fee and Nonresident Tuition sections below)

Thesis extension, other zero unit courses and half unit courses are charged as one unit for fee purposes. Auditors pay the same fee as students carrying courses for credit.

### San Diego Campus Fall 2016 Basic Tuition and Fees (*Nonresident and Graduate Business students are charged an additional amount*)

Undergraduate	Basic Tuition Fee	Mandatory Campus Fees 	Total
Part Time 0-6.0 Units	\$1,587.00	\$806.00	\$2,393.00
Full Time 6.1 + units	\$2,736.00	\$806.00	\$3,542.00

First Time Teacher Credential (Preliminary or Level 1 only)	Basic Tuition Fee	Mandatory Campus Fees	Total
Part Time 0-6.0 Units	\$1,842.00	\$806.00	\$2,648.00
Full Time 6.1 + units	\$3,174.00	\$806.00	\$3,980.00

Post Bachelor Graduate Student	Basic Tuition Fee	Mandatory Campus Fees	Total
Part Time 0-6.0 Units	\$1,953.00	\$806.00	\$2,759.00
Full Time 6.1 + units	\$3,369.00	\$806.00	\$4,175.00


Doctoral * (Ed.D.program)	Basic Tuition Fee	Mandatory Campus Fees	Total
Part Time 0-6.0 Units	\$5,559.00	\$806.00	\$6,365.00
Full Time 6.1 + units	\$5,559.00	\$806.00	\$6,365.00

<b>Doctoral *</b> <b>(Physical Therapy)</b>	<b>Basic Tuition Fee</b>	<b>Mandatory Campus Fees</b>	<b>Total</b>
Part Time 0-6.0 Units	\$8,074.00	\$806.00	\$8,880.00
Full Time 6.1 + units	\$8,074.00	\$806.00	\$8,880.00

<b>Doctoral *</b> <b>(Nursing)</b>	<b>Basic Tuition Fee</b>	<b>Mandatory Campus Fees</b>	<b>Total</b>
Part Time 0-6.0 Units	\$7,170.00	\$806.00	\$7,976.00
Full Time 6.1 + units	\$7,170.00	\$806.00	\$7,976.00

\* Does not include Joint Doctoral students

**Imperial Valley Campus Fall 2016 Basic Tuition and Fees (Nonresident  
and Graduate Business students are charged an additional amount)**

<b>Undergraduate</b>	<b>Basic Tuition Fee</b>	<b>Mandatory Campus Fees</b> 	<b>Total</b>
Part Time 0-6.0 Units	\$1,587.00	\$117.00	\$1,704.00
Full Time 6.1 + units	\$2,736.00	\$117.00	\$2,853.00

<b>First Time Teacher Credential</b> (Preliminary or Level 1 only)	<b>Basic Tuition Fee</b>	<b>Mandatory Campus Fees</b>	<b>Total</b>
Part Time 0-6.0 Units	\$1,842.00	\$117.00	\$1,959.00
Full Time 6.1 + units	\$3,174.00	\$117.00	\$3,291.00

<b>Post Bachelor Graduate Student</b>	<b>Basic Tuition Fee</b>	<b>Mandatory Campus Fees</b>	<b>Total</b>
Part Time 0-6.0 Units	\$1,953.00	\$117.00	\$2,070.00
Full Time 6.1 + units	\$3,369.00	\$117.00	\$3,486.00

<b>Doctoral *</b> <b>(Ed.D.program)</b>	<b>Basic Tuition Fee</b>	<b>Mandatory Campus Fees</b>	<b>Total</b>
Part Time 0-6.0 Units	\$5,559.00	\$117.00	\$5,676.00
Full Time 6.1 + units	\$5,559.00	\$117.00	\$5,676.00

<b>Doctoral *</b> <b>(Physical Therapy)</b>	<b>Basic Tuition Fee</b>	<b>Mandatory Campus Fees</b>	<b>Total</b>
Part Time 0-6.0 Units	\$8,074.00	\$117.00	\$8,191.00
Full Time 6.1 + units	\$8,074.00	\$117.00	\$8,191.00

\* Does not include Joint Doctoral students

## **Professional Program Fee**

Graduate students in the College of Business must pay **\$254.00 per unit** for all units taken as a requirement for graduation with the following degrees. This fee is in addition to Basic Tuition and Fees and Nonresident tuition.

- MS Accountancy
- MBA Master of Business
- MS Business Administration
- MS Information Systems

A fee waiver is available for courses that are not used to meet degree requirements (excluding prerequisite courses). Contact the Graduate Business Programs Office, EBA 448, for details.

To avoid late fees, the Professional Program Fee must be paid in full prior to the first day of classes. If you are subject to this fee and do not pay it in full prior to the start of classes, late charges may apply. Your registration may be cancelled if the Professional Program Fee is not paid prior to the 20th class day (census).

## **Tuition for Nonresident Students (Foreign or Out-Of-State)**

In addition to Basic Tuition and Fees, foreign and out-of-state students will be charged tuition for all units attempted at a rate of **\$372.00 per unit**.

For tuition purposes, zero unit and half-unit courses are counted as one unit. Auditors pay the same tuition as students carrying courses for credit.

Tuition for Nonresident students may be paid using any of the methods outlined under Payment Options. To avoid additional service charges for nonresident tuition, payment for nonresident tuition must be paid in full prior to the first day of classes. If you are subject to nonresident tuition and do not pay in full prior to the first day of classes, or submit an installment contract, service charges will be assessed, and late charges may apply. If nonresident tuition is not paid **prior** to the 20th class day (census), your registration may be cancelled.

**Health Insurance** (mandatory for foreign students) is approximately **\$1,282.00** per year.

Minimum Payment Requirements for Foreign Students:

- Undergraduate foreign students must pay for, or sign a tuition fee installment payment agreement for, a minimum of 12 units.
- Graduate foreign students must pay for, or sign a tuition fee installment payment agreement for, a minimum of 9 units.

- Foreign students wishing to pay for fewer than 12 units (9 units, if graduate) must submit to Student Account Services an approved reduced course load request form from the International Student Center.

## **Course Fees**

**Instructional Course Fees** are payable at the student's option for certain courses.

ART	ART 325, 326, 425, 525, 526, 625, 627, 700D	\$5 - \$15 (varies by type of clay)
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**Mandatory Course/Lab Fees** are charged for certain courses (no waivers or exceptions are permitted). These fees are identified by the footnote "H" in the class schedule and will appear on your account as soon as you register in the class.

Art	Art 103, 210, 216, 410, 411, 416, 511, 516, 616	\$10.00
Art	Art 148, 240, 241, 242, 248, 250, 339A, 339B, 339C, 340, 341, 342A, 344A, 344B, 348, 440, 441, 442, 445C, 448, 450, 451, 453, 454, 540, 541, 542, 544, 545, 552, 553	\$20.00
Art	Art 203, 403, 407, 408	\$25.00
Astronomy	ASTR 109	\$14.00
Biology	BIOL 100L, 509, 211L	\$15.00
Biology	BIOL 203L, 204L, 514, 523, 530	\$20.00
Biology	BIOL 531	\$16.00
Biology	BIOL 101L, 212, 261, 350, 354L, 366L, 436, 512, 515, 517, 521L, 524, 525, 526, 541, 551, 556, 567L, 577	\$25.00
Biology	BIOL 596 (Sustainability of Coastal Ecosystems Only)	\$720.00
CHHS International Course	HHS 350 (Costa Rica)	\$1485.00
CHHS International Course	HHS 350 (Vietnam)	\$1026.00
CHHS International Course	HHS 350 (England)	\$1910.00
Chemistry	CHEM 100, 102, 105, 200, 201, 202, 231, 232L, 251, 410A, 417, 431, 432L, 457, 467L, 537, 567	\$25.00
Civil Engineering	CIVE 121, 218, 220,	\$10.00
Civil Engineering	CIVE 120, 395	\$15.00
Civil Engineering	CIVE 482, 495	\$20.00
Civil Engineering	CIVE 302, 479, 612	\$25.00

Civil Engineering	CIVE 463	\$35.00
Computer Engineering	COMPE 270	\$20.00
Computer Engineering	COMPE 375, 470L	\$30.00
Computer Engineering	COMPE 490	\$50.00
Construction Engineering	CONE 320, 401	\$20.00
Electrical Engineering	EE 210	\$20.00
Electrical Engineering	EE 330L, 430L, 540L	\$30.00
Electrical Engineering	EE 490	\$50.00
Environmental Engineering	ENVE 363	\$35.00
Environmental Engineering	ENVE 553	\$50.00
Exercise and Nutritional Sciences	ENS 265L, 289, 304L, 347B	\$25.00
Exercise and Nutritional Sciences	ENS 389A	\$30.00
Geology	GEOL 101, 550	\$20.00
Geology	GEOL 300, 505	\$15.00
Geology	GEOL 200, 205, 221, 224, 306, 307, 324, 412, 501, 508, 514, 525, 530, 532, 536, 537, 552	\$25.00
Geography	GEOG 102	\$73.00
Geography	GEOG 312	\$76.00
Math	MATH 121, 122	\$10.00
Mechanical Engineering	ME 495	\$25.00
Mechanical Engineering	ME 241	\$35.00
Mechanical Engineering	ME 330	\$50.00
Music	MUSIC 104, 160, 204, 214, 215, 216, 217, 218, 260, 360, 560	\$20.00
Natural Science	N SCI 412	\$25.00
Nutrition	NUTR 205	\$55.00
Nutrition	NUTR 302L	\$45.00
Nutrition	NUTR 405	\$35.00
Oceanography	OCEAN 100	\$25.00
Physics	PHYS 107, 197L, 311, 357, 533, 553, 561	\$25.00
Physics	PHYS 182A, 182B, 195L, 196L	\$25.00
School of Theatre, Television and Film	THEA 240, 447, 547	\$10.00
School of Theatre, Television and Film	THEA 546	\$15.00
School of Theatre, Television and Film	THEA 349, 554A, 554B	\$20.00
School of Theatre, Television and Film	THEA 541	\$35.00
School of Theatre, Television and Film	THEA 448	\$50.00



School of Theatre, Television and Film	TFM 327	\$10.00
School of Theatre, Television and Film	TFM 321, 561, 600	\$15.00
School of Theatre, Television and Film	TFM 522, 560, 660	\$20.00
School of Theatre, Television and Film	TFM 314, 360, 361	\$25.00

### **Fees for Sports Classes Offered for Credit**

The following fees for sports classes offered for credit are paid to the Aztec Recreation Center:

Beginning Weight Training	ENS 104 A	\$90
Intermediate Weight Training	ENS 104 B	\$90
Beginning Basketball	ENS 108	\$90
Beginning Soccer	ENS 109 A	\$90
Intermediate Soccer	ENS 109 B	\$90
Beginning Volleyball	ENS 110	\$90
Beginning Tennis	ENS 118A	\$90
Beginning Bowling	ENS 119A	\$90
Intermediate Bowling	ENS 119B	\$90
Beginning Sailing	ENS 124	\$175
Advanced Soccer	ENS 138	\$90
Advanced Swim Fit	ENS 138	\$120
Advanced Tennis	ENS 138	\$90
Ballroom Dance	ENS 138	\$90
Beginning Swim Fit	ENS 138	\$120
Beginning Yoga	ENS 138	\$90
Fitness Training for Women	ENS 138	\$90
Functional Fitness Training	ENS 138	\$90
Half Marathon Training	ENS 138	\$90
Beginning Hip Hop Dance	ENS 138	\$90
Intermediate Hip Hop Dance	ENS 138	\$90
Indoor Cycling	ENS 138	\$90
Intermediate Swim Fit	ENS 138	\$120
Intermediate Yoga	ENS 138	\$90
Jiu Jitsu	ENS 138	\$90
Beginning Judo	ENS 138	\$90

Intermediate Judo	ENS 138	\$90
Advanced Judo	ENS 138	\$90
Olympic Lifting & Sports Conditioning	ENS 138	\$90
Pilates	ENS 138	\$90
Pilates and Yoga	ENS 138	\$90
Restorative Yoga w/ Breathwork	ENS 138	\$90
Salsa	ENS 138	\$90
Self Defense for Women	ENS 138	\$90
Swing Dance	ENS 138	\$90
Tae Kwon Do	ENS 138	\$90
Yoga Inversions	ENS 138	\$90
Hobie Cat Sailing	ENS 138	\$175
Keel Boat Saling	ENS 138	\$190
Sea Kayaking	ENS 138	\$165
Beginning Rowing	ENS 138	\$165
Intermediate Surfing	ENS 138	\$175
Advanced Surfing	ENS 138	\$135
Stand Up Paddling	ENS 138	\$175
Stand Up Paddleboard Yoga	ENS 138	\$190
Wakeboarding	ENS 138	\$325
Wakeboarding and Wakesurfing	ENS 138	\$325
Advanced Wakeboarding and Waterski	ENS 138	\$325
Wakesurfing	ENS 138	\$350
Backpacking*	ENS 138	\$249, \$359, \$389, \$450
River Canoeing and Camping*	ENS 138	\$335, \$389
Wilderness First Aid	ENS 138	\$359
Adventure Leadership I	ENS 138	\$175
Adventure Leadership II	ENS 138	\$175
Camping and Outdoor Skills*	ENS 138	\$249, \$325, \$359, \$389, \$450
Beginning Rock Climbing*	ENS 139A	\$160, \$359
Intermediate Rock Climbing	ENS 139B	\$359
Surfing	ENS 146	\$175
Windsurfing	ENS 147	\$175
Intermediate Basketball	ENS 296	\$90
Intermediate Tennis	ENS 296	\$90
Intermediate Volleyball	ENS 296	\$90

\*Trip component for class. Fee dependent upon the trip student selects.

## **Miscellaneous Campus Fees**

The following university services that have miscellaneous fees charged are payable when the service is rendered:

<b>Fee Type</b>	<b>Amount</b>
Application for Admission or Readmission (NONREFUNDABLE)	\$55.00
Athletic Winter Guard Membership Fee (rate range based on yearly travel plans)	\$1200 - \$1500
Athletic Cheer Team Membership Fee (rate range based on planned competitions and available resources)	\$400 – Fall \$200 - Spring
Counseling Diversion Program Fee	\$100.00
Counseling Diversion Program Fee- Missed Appointment	\$30.00
Credential Application Fee (Established by and payable to the Commission on Teacher Credentialing)	\$55.00
Credential Evaluation Fee	\$25.00
Diploma Replacement Fee	\$12.00
Document Copying Fee	\$1.00 per page
Enrollment Confirmation Deposit (NONREFUNDABLE)	\$400.00
Fingerprinting Fee (Live Scan)	\$20.00 plus applicable DOJ and FBI fees
Graduation Services Fee	\$55.00
Internet Reconnect Fee (wired/wireless)	\$150.00
Interest Inventory Assessment Fee	\$10.00
Late Course Forgiveness Fee	\$20.00
Late Fee (Failure to meet administratively required appointment or time limit)	\$20.00
Late Registration Fee (NONREFUNDABLE)	\$25.00
Late Key Fee	\$30.00
Latin Diploma Fee	\$22.00
Lock and Locker Fee (optional)	\$1.00
Loss of or Damage to Library Materials	Replacement cost plus service charge of \$8.00
Lost key fee - Per Key (Late fee also charged when applicable)	\$50.00
Musical Instrument and Audio/Visual Equipment fee	\$20.00
Music Recital Fee (half solo/junior recital)	\$80.00
Music Recital Fee (full solo/senior recital)	\$100.00
Photo-Identification Card (one-time cost to new undergraduate and graduate students at time of registration (NONREFUNDABLE)	\$18.00
Photo Identification Card Replacement Fee	\$20.00
Police Report Fee	\$10.00
Registration Installment Plan Service Charge (NONREFUNDABLE)	\$60.00

Resident Affiliate Program Fee (RAP)	\$25.00
Returned Payment Fee (Late fee also charged when applicable)	\$35.00
Teacher Education Credential Application Processing/Advising Fee	\$25.00
Towel Fee (optional)	\$4.00
Tow Fee	\$150.00
Transcript of record, official (per transcript)	\$7.00
Official Transcript of Record - On Demand (per transcript) (\$20.00 for the first transcript and \$5.00 for each additional on demand transcript printed at the same time.)	\$20.00
Tuition (Foreign and Out-of-State) Installment Plan Service Charge	equal to 15% of each installment payment
Vehicle Boot Fee	\$150.00

### **Late Registration Fee**

The Late Registration Fee (\$25) pertains to students who pay fees after official registration has closed. Students admitted late to the university may be exempted from this fee.

### **Parking Permits Fees and Information**

Fall 2016 parking permits can be purchased online through the [AZTEC Parking Portal](#).

For additional information regarding parking permits, please visit [Parking Support Services](#).

**Waiver of Parking Fees:** Section 42201 of Title 5, California Code of Regulations, provides for the waiver of campus parking fees for students with disabilities who have been issued a DMV placard or license plate, and who meet low-income requirements. For further information regarding eligibility, contact [Student Disability Services](#) (Calpulli Center 3101).

### **SDSU Card Office Fee and Information**

All new students are required to purchase an [SDSU photo identification card](#), which permits use of campus services, such as student activities, athletic events, library privileges, etc. All new students should submit \$18.00 for the ID card in addition to other fees paid. After payment is made, students can obtain their ID card at the SDSU Card Office.

The [SDSU Card Office](#) is located in Student Services West, Room 2620, Hours of operation: Monday - Friday, 8:30 a.m. – 4:00 p.m. For additional information, contact the SDSU Card Office at (619) 594-6800.

[Click to view the SDSU Card Webinar](#)



## Payment Options

Payment for Tuition and Fees for Fall 2016 will be accepted beginning **May 09, 2016**. Do NOT wait until your registration access date to pay your fees.

### **Online – ACH (Electronic Check):**

You may pay your Tuition and Fees, and other charges using the [ACH payment option](#). This is just like writing a check, but you make the payment online. There is **no additional charge** for this option. You will need your bank routing and checking account number, which is not the same as your debit card number

If your payment is returned by the bank to the Student Account Services Office **for any reason**, you will be billed a \$35.00 dishonored payment charge and a \$20 late fee when applicable (this fee applies to all forms of payment that are returned by your bank). Non-payment of Tuition and Fees may result in cancellation of your registration and withholding of further services until all financial liabilities have been resolved.



The university reserves the right to refuse payments by electronic check from those individuals who have previously had items returned unpaid by their bank.

**PLEASE NOTE: If your electronic check writing privileges are revoked, you will have to wait one (1) year to be reinstated.**

### **Online – Credit Card:**

Students are able to use MasterCard, Visa, American Express, and Discover Card to pay Tuition and Fees using CASHNet™ SmartPay, our secure third party vendor. Student Account

Services/Cashiers does not accept credit cards for payment of Tuition and Fees, except as applicable under the terms of the Installment Plan. Payments made using CASHNet™ SmartPay are normally posted to the students account in real time so, the registration process should not be delayed. CASHNet™ SmartPay assesses each customer a service charge based on the transaction amount. See. [CashNet™ web site](#) for more details



If your payment is returned by the bank to the Student Account Services Office **for any reason**, you will be billed a \$35.00 dishonored payment charge and a \$20 late fee when applicable (this fee applies to all forms of payment that are returned by your bank). Non-payment of Tuition and Fees may result in cancellation of your registration and withholding of further services until all financial liabilities have been resolved.

MasterCard, Visa, American Express and Discover Card charge cards are accepted for other payments, such as Housing, Parking, Health Services, Continuing Education, and miscellaneous over-the-counter payments. Students are reminded that banks will provide cash advances against credit cards if needed to cover registration payments. Most ATM cards are also accepted for payment of miscellaneous charges.

### **Mail – Check or Certified Funds**

Tuition and Fees may be paid in full by personal check, money order, or certified funds. Checks should be made payable to SDSU. In order to have your payment processed on time, print the fee payment coupon found in the [SDSU WebPortal](#) and submit it (via mail or Student Account Services drop box) with your payment prior to your payment deadline. Your payment deadline is located in your "[My Registration](#)" in your [WebPortal account](#).

Your Tuition and Fee payment coupon and check should be mailed to:

SDSU Student Account Services  
5500 Campanile Drive  
San Diego, CA 92182-7426

Checks are accepted for the exact amount of the payment. Overpayments of \$10.00 or less are refunded only upon request.

If your payment is returned by the bank to the Student Account Services Office **for any reason**, you will be billed a \$35.00 dishonored payment charge and a \$20 late fee when applicable (this fee applies to all forms of payment that are returned by your bank) Non-payment of Tuition and Fees may result in cancellation of your registration and withholding of further services until all financial liabilities have been resolved.

The university reserves the right to refuse payments by personal check from those individuals who have previously had items returned unpaid by their bank.

**PLEASE NOTE: If your check writing privileges are revoked, you will have to wait one (1) year to petition to be reinstated**

## **Payments Made in Person**

You can make your payment in person at Student Services West, Room 2536  
Monday – Friday 9:00 AM – 3:30 PM or via the Student Account Services drop box 24/7.

## **Basic Tuition and Fee Installment Plan**

Basic Tuition and Fees due for the semester may be paid in installments. There is a **\$60.00 non-refundable service charge** for the Basic Tuition and Fee Installment Plan; the service charge is paid prior to registration, along with an initial payment of **\$800**.

Parking fees and other miscellaneous fees may not be paid in installments.

### **How do I sign up for the Basic Tuition and Fee Installment Plan?**

Log in to Student Account Services web site on the main Student Account Services home page. It is located at [www.sdsu.edu/sas](http://www.sdsu.edu/sas). Read the terms and conditions and related information carefully. The Basic Tuition and Fee Installment Plan is essentially a loan, and it is important that you understand the terms of the contract.

Complete all sections of the on line form. Amounts due will be adjusted based on the units in which you are actually enrolled in as of census.

You will pay the first payment on line using MasterCard, Visa, Discover, American Express, Diners Club, or Electronic Check (using your bank account and routing number). Installment Plan applications are **not accepted in person**.

### **After I have made my initial payment of \$860.00, how do I make my installment payments?**

The Student Account Services Office sends e-mail notification for outstanding bills. Billing notification e-mails are sent approximately on the 15th of each month with installment payments due on the first of the following month. Subsequent bills (approximately monthly) will indicate a minimum required payment amount. Installment payments may be made by one of the payment options listed above. CASHNet™ SmartPay does not assess an additional service charge for installment payments. See the Installment Payment Plan contract for exact due dates.

### **I am participating in Late Registration. Can I still use the Basic Tuition and Fee Installment Plan?**

When you sign up for the Installment Plan on line, you will pay \$885.00 to enroll in the plan.

This payment includes the \$60.00 service charge, \$25.00 late registration fee and \$800.00 initial installment payment. Subsequent payments may be made by any of the payment methods above. CASHNet™ SmartPay does not assess an additional service charge for installment payments.

## **Out of State and Foreign Tuition Installment Plan**

A separate installment plan is available for the payment of nonresident (out-of-state and foreign) tuition. Students who wish to pay their tuition in installments should log in to Student Account Services web site on the main Student Account Services home page. It is located at [www.sdsu.edu/sas](http://www.sdsu.edu/sas) (online services). Read the terms and conditions and related information carefully. The Installment Plan is essentially a loan, and it is important that you understand the terms of the contract.

Complete all sections of the on line form. Amounts due will be adjusted based on the units in which you are actually enrolled in as of census.

Installment Plan applications are **not accepted in person**.

Service charges equal to 15% of each installment payment are assessed. Students can avoid the service charges by paying their tuition in full prior to the first day of classes.

## **Fee Waivers**

**In some instances, student's tuition and fees may be partially or fully paid by outside agencies or waivers**

### **CSU - Over 60 Fee Waiver Program**

San Diego State University offers a fee waiver program for California residents 60 years of age or older. Both undergraduate and post-baccalaureate students may participate in the program. The program waives the \$55.00 admission application fee and most of the basic tuition and fees. There is however a substantially reduced fee required to be paid each semester in order to attend. Please contact [Student Account Services](#) for the current fee amount. Participants must apply for admission during the regular application filing period and be admitted under regular SDSU admission requirements.

Participants register for classes on a space-available basis after regularly matriculated students have completed registration. For additional information, contact the [Prospective Student Center](#) at (619) 594-6336.

### **CSU - Alan Pattee Scholarships**

Children of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of law enforcement or fire suppression duties are not charged the system-wide mandatory fees or tuition at any California State University campus,



according to the Alan Pattee Scholarship Act, California Education Code, Section 68121. Please be aware however campus fees are not waived and payment of these fees are the responsibility of the student.

Students qualifying for these benefits need to contact the [Prospective Student Center](#) at (619) 594-6336 if you are a new student or the [Office of the Registrar](#) at 619-594-6871 if you are a current student, which determines eligibility.

### **Third Party Billing/Approved Fee Waivers**

If an outside agency (agency, government program, Employee Fee Waiver, etc.) is paying all or part of your Tuition and Fees, you will need to print your fee payment coupon from "[My Registration](#)" and return it and a copy of your authorization letter to Student Account Services. Failure to do so will result in your fees being deducted from your financial aid award or the inability to register for classes. Students submitting authorization to bill a third party for their fees will be held responsible for the payment if the third party agency fails to pay the fees within the semester of attendance.

### **VA Vocational Rehabilitation (Chapter 31)**

Veterans receiving Vocational Rehabilitation benefits (Chapter 31) must contact the Campus Veterans Affairs Office (Student Services West 1661) to obtain a payment authorization form to submit to the Student Account Services office by their fee payment deadline.

### **VA Post 911 GI Bill Benefits**

Veterans receiving Post 911 GI Bill benefits must contact the campus Veterans Affairs Office (Student Services West 1661) and turn in an approved VA Certificate of Eligibility (COE) by their fee payment deadline. Once submitted the VA Office will notify Student Accounts of your eligibility to register for classes.

### **Cal Vet Fee Waiver-Eligible Dependents of Deceased or Disabled Veterans**

Eligible dependents receiving the Cal Vet fee waiver must submit an approved letter of eligibility issued by the County VA for the current Academic Year to the campus Veterans Affairs office (Student Services West 1661). This must be submitted by your fee payment deadline. Once submitted the VA Office will notify Student Accounts of your eligibility to register for classes. Please note that the Cal Vet Fee waiver will only waive the CSU system wide basic tuition fee, all other campus fees are required to be paid by the student each semester.

## **Financial Aid Tuition and Fee Payment Postponement**

The "[My Registration](#)" online service will tell you if you are eligible to postpone the payment of your Tuition and Fees. If eligible, postponing the payment of your registration fee will be

automatic. Your Tuition and Fees will be deducted from the first disbursement of your financial aid at the beginning of the semester.



You can also check your eligibility to postpone the payment of your fee by going to the [Office of Financial Aid and Scholarships Web site](#) and selecting AidLink. All required financial aid documents must be submitted to be able to determine your eligibility. If your financial aid award is reduced or becomes unavailable FOR ANY REASON, you must pay your fees IN FULL by the census date.

If you are NOT eligible to postpone the payment of your fees, DO NOT WAIT until your registration access date to find out you cannot register.

## **Disbursement of Financial Aid and Scholarship Funds**

All financial aid and scholarship payments are processed and disbursed by **Student Account Services**:

### **Notification and Schedule**

Disbursement begins typically during the week before the first day of classes of each semester and continues throughout the semester as new awards are processed or changes to awards occur.

**University Charges:** San Diego State University policy is to apply financial aid and/or scholarship funds directly to charges for the semester's tuition and fees, residence hall charges, and other institutional expenses (including financial aid overpayments) before releasing funds to you. Past due bills and other student account charges may delay the disbursement of funds until they are paid. Student Account Services will send you an e-mail notice when your financial aid or scholarship funds are deposited to your bank account.

Direct Deposit is normally run on the following schedule:

- Mondays – For disbursement to bank account, by Thursday
- Wednesdays – For disbursement to bank account, by the following Monday
- Friday - For disbursement to bank account, by the following Wednesday

Sign up to get a text message when we have sent your disbursement to the bank at the [Student Account Services website](#) (select online services).

### **Receiving Your Funds**

Direct Deposit is the only way to receive your financial aid or scholarship refund (the amount

after institutional charges are deducted). Your refund may be deposited directly into your personal checking or savings account at your bank.

Sign up online at the [Student Account Services Web site](#).

*{Please note that the bank does not disburse money into bank accounts on holidays.}*

## **Parent Loans**

Parents can authorize the university to disburse excess funds from their Parent Loan directly to the student. Please see the Parent Loan request form for more details

When Parent PLUS Loan funds are available, any outstanding university charges are deducted and the remaining funds mailed to the parent borrower or if the parent borrower has authorized, the remaining funds will be deposited to the student's designated bank account. If mailed, Parent Loan checks are normally printed on the following schedule:

- Mondays - Checks are mailed either Monday or Tuesday
- Wednesdays – Checks are mailed either Wednesday or Thursday
- Fridays – Checks are mailed either Friday or Monday

## **View Disbursement Information**

**Student Account Services Online:** For online payment, billing and account services, log on to Student Account Services on the [Student Account Services Web site](#). View your "transaction history" to see how your funds were disbursed and applied toward your university charges.

Before funds can be disbursed, you must be enrolled at least half time and you must resolve any financial aid and student account holds affecting your aid. For some types of aid, you may need to complete additional information before disbursement of funds.

- **Cal Grant B Access Grant** - A student may request that their Cal Grant B Access Grant be disbursed directly to them. This request can be made at any time; however, if the grant has already been disbursed, the request would affect only future payments. The request may be made, in person, to Student Account Services.
- **Federal Work-Study paychecks** are disbursed monthly based on hours worked the previous month as submitted on a timesheet to your supervisor. A pay date schedule is available:
  - from the [Center for Human Resources - Student Payroll](#)
  - from the [Office of Financial Aid and Scholarships](#)
  - from your employer

## Refunds of Non – Financial Aid Funds

If you are due a refund for either withdrawing from the university by the withdrawal deadline or dropping units by the [schedule adjustment deadline](#) you will receive your refund in the following form:

Tuition and Fees paid using **Checks, Money Orders, Certified Funds, Cash or Debit Cards**, will receive the refund in the form of a SDSU check. All refund checks are mailed to the address on file with the [Office of the Registrar](#). Make sure that your address is updated on your [SDSU Webportal](#) to ensure timely delivery of your refund.

Tuition and Fees paid online using our **electronic Check /Savings accounts (ACH) process**, will receive an electronic refund to the account used to make the payment.

Tuition and Fees paid online using **Credit Cards** ([CashNet™ SmartPay](#)), will receive an electronic refund back to the credit card used to make the payment.

Information concerning any aspect of the refund of fees may be obtained from [Student Account Services](#).

Refunds may be applied against other amounts due to the university.

## **Refund Policy**

Regulations governing the refund of mandatory fees, including nonresident tuition, are included in Section 41802 of Title 5, California Code of Regulations. For purposes of the refund policy, mandatory fees are defined as those system-wide fees and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University.

## **Return to Title IV**

When a student who has received Title IV financial aid withdraws, or otherwise fails to complete a period of enrollment for which he or she was charged, the institution is required to determine if a refund must be made to the student or if unearned aid must be returned to the federal accounts.

Calculations will be based on the withdrawal date and the percentage of the period of enrollment completed. If Title IV funds have been disbursed during the enrollment period, aid will first be returned by the institution to the programs in the order listed below as required by law and determined by the university. If funds have been disbursed directly to the student, he or she may be required to repay any unearned aid. In some cases where eligibility for aid exceeds the amount disbursed, the regulations allow for a post-withdrawal disbursement, the university will notify you of the process required to receive the funds.

### **Title IV Financial Aid consists of the following programs:**

- ❖ Unsubsidized William D. Ford Federal Direct Loan
- ❖ Subsidized William D. Ford Federal Direct Loan
- ❖ William D. Ford Federal Direct PLUS Loan
- ❖ Federal Pell Grant
- ❖ Federal Supplemental Educational Opportunity Grant (FSEOG)
- ❖ Federal Teach Grant

## **Full refund**

To receive a full refund of basic Tuition and Fees, Nonresident Tuition and Professional Program fee, you must officially withdraw, or otherwise cancel your registration, prior to the first day of instruction for the term. A refund administrative fee of \$21.00 will be withheld. Students are not required to file a refund application.

**Please note: if you do not complete the official withdrawal process, and only drop your classes online, your refund will not be processed until after the census date.**

**Students will also receive a full refund of mandatory fees, under the following circumstances:**

- The tuition and fees were assessed or collected in error.

- The course for which the tuition and fees were assessed or collected was cancelled by the university.
- The University makes a delayed decision that the student was not eligible to enroll in the term for which the fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student.
- The student was activated for compulsory military service.

### **Tuition and Fees Prorated Refund Schedule (see schedules below)**

Starting with the first day of instruction, refunds for complete withdrawal or cancellation of registration will be prorated, based on the date of withdrawal and the percentage of the period of enrollment completed. A refund administrative fee of \$21.00 will be withheld. It is not necessary to file an application for refund.

Prorated refunds will be processed for a student's complete withdrawal up to the 60 percent point of the term. A student who withdraws from the university after the 60 percent point in the academic period, or fails to officially withdraw from the campus shall not be entitled to any refund of Tuition and Fees. After the drop/add deadline of the semester, schedule adjustments are only permitted for extremely serious, documented cases involving health or accident.

### **Fall 2016 Tuition and Fees Prorated Refund Schedule**

<b>Withdrawal Date</b>	<b>Days Attended</b>	<b>Percent Refunded</b>
8/29/2016	1	99.130%
8/30/2016	2	98.261%
8/31/2016	3	97.391%
9/1/2016	4	96.522%
9/2/2016	5	95.652%
9/3/2016	6	94.783%
9/4/2016	7	93.913%
9/5/2016	8	93.043%
9/6/2016	9	92.174%
9/7/2016	10	91.304%
9/8/2016	11	90.435%
9/9/2016	12	89.565%
9/10/2016	13	88.696%
9/11/2016	14	87.826%
9/12/2016	15	86.957%
9/13/2016	16	86.087%
9/14/2016	17	85.217%

9/15/2016	18	84.348%
9/16/2016	19	83.478%
9/17/2016	20	82.609%
9/18/2016	21	81.739%
9/19/2016	22	80.870%
9/20/2016	23	80.000%
9/21/2016	24	79.130%
9/22/2016	25	78.261%
9/23/2016	26	77.391%
9/24/2016	27	76.522%
9/25/2016	28	75.652%
9/26/2016	29	74.783%
9/27/2016	30	73.913%
9/28/2016	31	73.043%
9/29/2016	32	72.174%
9/30/2016	33	71.304%
10/1/2016	34	70.435%
10/2/2016	35	69.565%
10/3/2016	36	68.696%
10/4/2016	37	67.826%
10/5/2016	38	66.957%
10/6/2016	39	66.087%
10/7/2016	40	65.217%
10/8/2016	41	64.348%
10/9/2016	42	63.478%
10/10/2016	43	62.609%
10/11/2016	44	61.739%
10/12/2016	45	60.870%
10/13/2016	46	60.000%
10/14/2016	47	59.130%
10/15/2016	48	58.261%
10/16/2016	49	57.391%
10/17/2016	50	56.522%
10/18/2016	51	55.652%
10/19/2016	52	54.783%

10/20/2016	53	53.913%
10/21/2016	54	53.043%
10/22/2016	55	52.174%
10/23/2016	56	51.304%
10/24/2016	57	50.435%
10/25/2016	58	49.565%
10/26/2016	59	48.696%
10/27/2016	60	47.826%
10/28/2016	61	46.957%
10/29/2016	62	46.087%
10/30/2016	63	45.217%
10/31/2016	64	44.348%
11/1/2016	65	43.478%
11/2/2016	66	42.609%
11/3/2016	67	41.739%
*11/4/2016	68	40.870%

\* No refund after this date.

## **Fall 2016 Student Parking Fee Refund Schedule**

Parking Fee Refund information is available on the Parking Services website under the [Permit](#) link.

## **Appeal Process**

An appeals process exists for students who feel that individual circumstances warrant exceptions from published policy. Students should file a “Petition for Special Consideration” obtainable at Student Account Services. Petitions must be filed with Student Account Services prior to the end of the twelfth week of classes.

Petitions for refunds outside the scope of published policy are approved only when applicants can demonstrate exceptional circumstances, and the chief financial officer or designee determines that the university did not earn Tuition and Fees.

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