



# SAN DIEGO STATE UNIVERSITY

## Student Account Services

### Spring 2018 Money Matters

<b>Money Matters</b>	<b><u><a href="#">3</a></u></b>
<b>Liability for Payment</b>	<b><u><a href="#">3</a></u></b>
<b>Tuition &amp; Fees</b>	<b><u><a href="#">4</a></u></b>
• <b>San Diego Campus Basic Tuition &amp; Fees</b>	<b><u><a href="#">4</a></u></b>
• <b>Imperial Valley Campus Basic Tuition &amp; Fees</b>	<b><u><a href="#">5</a></u></b>
• <b>Student Involvement &amp; Representation Fee</b>	<b><u><a href="#">5</a></u></b>
• <b>Professional Program Fee</b>	<b><u><a href="#">5</a></u></b>
• <b>Tuition for Nonresident Student (Foreign or Out of State)</b>	<b><u><a href="#">6</a></u></b>
• <b>Course Fees</b>	<b><u><a href="#">6</a></u></b>
○ <b>Instructional Course Fees</b>	<b><u><a href="#">6</a></u></b>
○ <b>Mandatory Course &amp; Lab Fees</b>	<b><u><a href="#">6</a></u></b>
• <b>Immediate Access Fee</b>	<b><u><a href="#">8</a></u></b>
• <b>Fees for Sports Classes Offered by the ARC for Credit</b>	<b><u><a href="#">10</a></u></b>
• <b>Miscellaneous Campus Fees</b>	<b><u><a href="#">11</a></u></b>
• <b>Late Registration Fee</b>	<b><u><a href="#">13</a></u></b>
• <b>Parking Permit Fees and Information</b>	<b><u><a href="#">13</a></u></b>
• <b>ID Card Fee and Information</b>	<b><u><a href="#">13</a></u></b>
<b>Payment Options</b>	<b><u><a href="#">14</a></u></b>
• <b>Online -ACH (Electronic Check)</b>	<b><u><a href="#">14</a></u></b>
• <b>Online Credit Card</b>	<b><u><a href="#">14</a></u></b>
• <b>Mail –Check or Certified Funds</b>	<b><u><a href="#">15</a></u></b>

---

*Information on this website is subject to change without notice. Every effort is made to ensure that information is current and accurate.* / SDSU Spring 2018 Money Matters – Updated 12/04/2017

• <b>In Person Payments</b>	<a href="#"><u>15</u></a>
• <b>Wire Transfer Payments</b>	<a href="#"><u>15</u></a>
• <b>Basic Tuition Installment Plan</b>	<a href="#"><u>15</u></a>
• <b>Out of State &amp; Foreign Tuition Installment Plan</b>	<a href="#"><u>16</u></a>
• <b>Fee Waivers</b>	<a href="#"><u>17</u></a>
• <b>Financial Aid Tuition and Fee Payment Postponement</b>	<a href="#"><u>18</u></a>
<b>Disbursement of Financial Aid and Scholarship Funds</b>	<a href="#"><u>18</u></a>
• <b>Notification and Schedule</b>	<a href="#"><u>18</u></a>
• <b>Receiving your Funds</b>	<a href="#"><u>19</u></a>
• <b>Parent Loans</b>	<a href="#"><u>19</u></a>
• <b>View Disbursement Information</b>	<a href="#"><u>19</u></a>
<b>Refunds of Non-Financial Aid Funds</b>	<a href="#"><u>20</u></a>
• <b>Refund Policy</b>	<a href="#"><u>20</u></a>
• <b>Return to Title IV</b>	<a href="#"><u>21</u></a>
• <b>Full Refund</b>	<a href="#"><u>21</u></a>
• <b>Tuition and Fees Prorated Refund Schedule</b>	<a href="#"><u>21</u></a>
• <b>Student Parking Fee Refund Schedule</b>	<a href="#"><u>24</u></a>
<b>Appeals Process</b>	<a href="#"><u>24</u></a>

## **SPRING 2018 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 of 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, if a student is currently enrolled in 6 units and 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 Basic Tuition and Fees.

Students submitting authorization to bill a third party for their Basic 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 Basic 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 Basic Tuition and Fees including any amounts due for the reservation of space in the course.

## Tuition and Fees

### 2017-18 Tuition Increase

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 Spring 2018 Basic Tuition and Fees

*(Nonresident and Graduate Business students are charged an additional amount)*

Basic Tuition & Fees	Undergraduate Part-Time	Undergraduate Full-Time	Teacher Credential Part-Time	Teacher Credential Full-Time	Graduate Part-Time	Graduate Full-Time	Ed Doctoral	Physical Therapy Doctoral
Basic Tuition	\$1,665	\$2,871	\$1,932	\$3,330	\$2,082	\$3,588	\$5,919	\$8,598
Student Body Assoc. Fee*	35	35	35	35	35	35	35	35
Student Union Fee*	237	237	237	237	237	237	237	237
Health Facility Fee*	25	25	25	25	25	25	25	25
Health Services Fee*	150	150	150	150	150	150	150	150
Library Use Fee*	25	25	25	25	25	25	25	25
Instructionally Related Activities*	187	187	187	187	187	187	187	187
Student Success Fee*	200	200	200	200	200	200	200	200
<b>Total:</b>	<b>\$ 2,524.00</b>	<b>\$ 3,730.00</b>	<b>\$2,791.00</b>	<b>\$4,189.00</b>	<b>\$2,941.00</b>	<b>\$4,447.00</b>	<b>\$6,778.00</b>	<b>\$9,457.00</b>

\*Campus Fees

Part Time – (0-6 units)

Full Time – (6.1 + units)

## Imperial Valley Campus Spring 2018 Basic Tuition and Fees

(Nonresident and Graduate Business students are charged an additional amount)

Tuition & Fees	Undergraduate Part-Time	Undergraduate Full-Time	Teacher Credential Part-Time	Teacher Credential Full-Time	Graduate Part-Time	Graduate Full-Time	Ed Doctoral	Physical Therapy Doctoral
Basic Tuition	\$1,665	\$2,871	\$1,932	\$3,330	\$2,082	\$3,588	\$5,919	\$8,598
Student Body Assoc. Fee*	65	65	65	65	65	65	65	65
Student Union Fee*	24	24	24	24	24	24	24	24
Health Facility Fee*	3	3	3	3	3	3	3	3
Health Services Fee*	10	10	10	10	10	10	10	10
Instructionally Related Activities*	15	15	15	15	15	15	15	15
<b>Total:</b>	<b><u>\$ 1,782.00</u></b>	<b><u>\$ 2,988.00</u></b>	<b><u>\$2,049.00</u></b>	<b><u>\$3,447.00</u></b>	<b><u>\$2,199.00</u></b>	<b><u>\$3,705.00</u></b>	<b><u>\$6,036.00</u></b>	<b><u>\$8,715.00</u></b>

\*Campus Fees

Part Time – (0-6 units)

Full Time – (6.1 + units)

### **Student Involvement and Representation Fee \$2.00 (SIRF – Optional Fee)**

The CSU Board of Trustees adopted the SIRF, establishing a stable funding model for the California State Student Association (CSSA). The new funding model expands independence and builds capacity to engage students in advocacy and policy making. The funding model consists of a \$2 per-term fee assessed to each CSU student, on a voluntary basis, allowing the choice to opt-out each semester. **SDSU students can opt out of this fee by logging into your [SDSU Webportal](#) and clicking on “SIRF Opt Out”.** The deadline for opting out of SIRF is 30 days after the term census date. For the Spring 2018 term that day is March 15, 2018.

### **Professional Program Fee**

Graduate students in the College of Business must pay **\$270.00 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 Tuition and Fees, foreign and out-of-state students will be charged tuition for all units attempted at a rate of **\$396.00 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.

Class	Sections	Cost
Art	ART 325, 326, 425, 525, 526, 625, 627, 700D	\$5 - \$15 (varies by type of clay)

**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.

Class	Sections	Cost
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
Africana Studies	AFRAS 499 (Ethiopia)*	\$1,290.00
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 (Ubud, Bali)*	\$991.20
CHHS International Course	HHS 350 (San Jose, Costa Rica)*	\$1,245.00
CHHS International Course	HHS 350 (Florence, Italy)*	\$1,425.00
CHHS International Course	HHS 350 (Tokyo, Japan)*	\$1,630.00
CHHS International Course	HHS 350 (Madrid, Spain)*	\$1,410.00
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
College of Education	ED 450 (Central Mexico)*	\$1,970.00
College of Education	ED 450 (Guatemala)*	\$1,225.00
College of Sciences	COS 596 (Guatemala)*	\$2,385.00
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	ENVE 363	\$35.00
Environmental	ENVE 553	\$50.00
Exercise and Nutritional Sciences	ENS 265L, 289, 304L, 347B	\$25.00
Exercise and Nutritional	ENS 389A	\$30.00
Geology	GEOLOGY 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
Public Health	PH 664 (Costa Rica)*	\$1500.00
School of Theatre,	THEA 240, 447, 547	\$10.00
School of Theatre,	THEA 546	\$15.00
School of Theatre,	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,	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
School of Speech, Language, and Hearing Sciences	SLHS 525, 629, 630	\$150.00
School of Speech, Language, and Hearing Sciences	SLHS 539	\$11.00

\*Excludes \$60 Travel Insurance Fee, billed separately



## **Immediate Access Fees**

The following fees listed are required course materials (textbooks) provided in an online 180 day subscription in digital format. Use of this online textbook is free until **January 30, 2018 at 11:59 pm**. Your student account will be charged the amounts below unless you opt out by the deadline above. For more information or to opt out, please click [here](#).

<b>Course</b>	<b>Schedule #s</b>	<b>Instructor</b>	<b>Section</b>	<b>Student Price</b>
ACCTG 201	20043-20052	DEBOSKEY	1-11	\$109.00
ANTH 101	20152	KOBARI	1	\$63.00
B_A 370	20374-20375	OLSON	1-2	\$103.00
BIOL 212		ALL SECTS	1-24	\$62.00
CFD 135	20603-20606	ALL SECTS	1-4	\$52.00
CFD 278		LOZADA-SANTONE	1	\$66.00
CHEM 100	20663-20680	ALL SECTS	1-18	\$78.00
CHEM 200	20682-20170	ALL SECTS	1-17	\$66.00
CHEM 202	20729-20735	ALL SECTS	1-7	\$66.00
CHEM 365	20751	SOHL	1	\$92.00
CHEM 560	20766	SWAIRJO	1	\$92.00
COMM 103	20859-20955,25224-25225	ALL SECTS	1-99,A0-A3	\$63.00
COMPE 560	21027	SARKAR	1	\$31.00
CS 310	21056,21057	KRAFT,RIGGINS	1-2	\$49.00
CSP 625		DOUGLASS	1	\$60.00
CSP 626		ZAMANI	1	\$60.00
E_E 204	21162	PHILLIPS	1	\$101.00
ECON 101	21223	CULLIVAN	3	\$62.00
ECON 101	21225	HILMER, M	5	\$104.00
ECON 102		CULLIVAN	3	\$62.00
ECON 102	21226	HILMER, T	1	\$104.00
ECON 201	21229	SILVERMAN	1	\$90.00
ECON 321	21239	SHAHRIAR	1	\$110.00
FIN 240	21590-21593	KAPLOWITZ	1-4	\$84.00
GEOG 102	21676 (online)	OSBORN	1	\$75.00
GEOG 102	21677	OSBORN	2	\$25.00
GEOG 592	21703	STOW	1	\$38.00
GOEG 321	21681,21682	OSBORN,RICHARDSON	1-2	\$31.00
HIST 100	21782	POLLARD	7	\$38.00
HIST 100	21781,21784	HARRIS	5,9	\$60.00
HIST 100	21778	KUEFFLER	4	\$66.00
HIST 109	21794-21795	BLUM, E	2-3	\$117.00
M_E 101	22048-22049	JOHNSTON	1-2	\$51.00
M_E 102	22051-22054	JOHNSTON	1-5	\$51.00
MATH 141	22104-22118	ALL SECTS	1-15	\$67.00
MATH 150	22119-22138, 31384. 31385	ALL SECTS	1-22	\$47.00
MATH 151	22139-22154	ALL SECTS	sec 1-18	\$47.00

NURS 304	22493	CONCILIO	1	\$116.00
NUTR 201	22551	KERN	1	\$24.00
P_H 353	22626	BUHI	1	\$75.00
POL_S 102	22790,22791,22793	GASTELUM, KENNEDY	9,12,10	\$49.00
STAT 250	23426-23432	DUNCAN	1-7	\$76.00

### **Fees for Sports Classes Offered by the ARC for Credit**

The following fees listed are ENS Credit Classes offered by the Aztec Recreation department and can be paid at the [Aztec Recreation Center \(ARC\)](#).

<b>Class</b>	<b>Section</b>	<b>Cost</b>
Advanced Judo	ENS 138	\$90.00
Advanced Soccer	ENS 138	\$90.00
Advanced Surfing**	ENS 138	\$135.00
Advanced Swim Fit	ENS 138	\$120.00
Advanced Tennis	ENS 138	\$90.00
Advanced Wakeboarding and Water- ski	ENS 138	\$325.00
Adventure Leadership I	ENS 138	\$175.00
Adventure Leadership II	ENS 138	\$175.00
Backpacking*	ENS 138	\$249.00 - \$450.00
Ballroom Dance	ENS 138	\$90.00
Beginning Basketball	ENS 108	\$90.00
Beginning Bowling	ENS 119A	\$90.00
Beginning Hip Hop Dance	ENS 138	\$90.00
Beginning Golf	ENS 116A	\$175.00
Beginning Judo	ENS 138	\$90.00
Beginning Rock Climbing*	ENS 139A	\$160.00 - \$359.00
Beginning Rowing**	ENS 138	\$165.00
Beginning Sailing**	ENS 124	\$175.00
Beginning Soccer	ENS 109 A	\$90.00
Beginning Swim Fit	ENS 138	\$120.00
Beginning Tennis	ENS 118A	\$90.00
Beginning Volleyball	ENS 110	\$90.00
Beginning Weight Training	ENS 104 A	\$90.00
Beginning Yoga	ENS 138	\$90.00
Camping and Outdoor Skills*	ENS 138	\$249.00 - \$450.00
Fitness Training for Women	ENS 138	\$90.00
Functional Fitness Training	ENS 138	\$90.00
Half Marathon Training	ENS 138	\$90.00
Hobie Cat Sailing**	ENS 138	\$175.00

Indoor Cycling	ENS 138	\$90.00
Intermediate Basketball	ENS 296	\$90.00
Intermediate Bowling	ENS 119B	\$90.00
Intermediate Hip Hop Dance	ENS 138	\$90.00
Intermediate Golf	ENS 116B	\$175.00
Intermediate Judo	ENS 138	\$90.00
Intermediate Rock Climbing	ENS 139B	\$359.00
Intermediate Soccer	ENS 109 B	\$90.00
Intermediate Surfing**	ENS 138	\$175.00
Intermediate Swim Fit	ENS 138	\$120.00
Intermediate Tennis	ENS 296	\$90.00
Intermediate Volleyball	ENS 296	\$90.00
Intermediate Weight Training	ENS 104 B	\$90.00
Intermediate Yoga	ENS 138	\$90.00
Jiu Jitsu	ENS 138	\$90.00
Keel Boat Sailing**	ENS 138	\$190.00
Olympic Lifting & Sports Conditioning	ENS 138	\$90.00
Pilates	ENS 138	\$90.00
Pilates and Yoga	ENS 138	\$90.00
Restorative Yoga w/ Breathwork	ENS 138	\$90.00
River Canoeing and Camping*	ENS 138	\$335.00 - \$389.00
Salsa	ENS 138	\$90.00
Sea Kayaking	ENS 138	\$165.00
Self Defense for Women	ENS 138	\$90.00
Stand Up Paddleboard Yoga**	ENS 138	\$190.00
Stand Up Paddling**	ENS 138	\$175.00
Surfing**	ENS 146	\$175.00
Swing Dance	ENS 138	\$90.00
Tae Kwon Do	ENS 138	\$90.00
Wakeboarding**	ENS 138	\$325.00
Wakeboarding and Wakesurfing**	ENS 138	\$325.00
Wakesurfing**	ENS 138	\$350.00
Wilderness First Aid	ENS 138	\$359.00
Windsurfing**	ENS 147	\$175.00
Yoga Inversions	ENS 138	\$90.00
<p>*Trip component for class. Fee dependent upon the trip student selects.  **Taught and paid for at the Mission Bay Aquatic Center (MBAC)</p>		

## **Miscellaneous Campus Fees**

*Information on this website is subject to change without notice. Every effort is made to ensure that information is current and accurate. / SDSU Spring 2018 Money Matters – Updated 12/04/2017*

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

<b>Fee Typed</b>	<b>Amount</b>
Administrative Citation Fee (enforcement of smoking, bicycling and skateboarding violations)	\$75.00
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
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
Credit by Exam Fee	\$100.00
Diploma Replacement Fee	\$12.00
Document Copying Fee	\$1.00 per page
Enrollment Confirmation Deposit (NONREFUNDABLE)	\$400.00
Intent to Enroll Fee for Online BS/BA General Business Degree (CES) (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)	\$10.00
Official Transcript of Record - On Demand (per transcript) (\$25.00 for the first transcript and \$10.00 for each additional on demand transcript printed at the same time.)	\$25.00
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**

Spring 2018 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.

## Payment Options

Payment for Basic Tuition and Fees for Spring 2018 will be accepted beginning November 6, 2017. Do NOT wait until your registration access date to pay your fees.

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

You may pay your Basic Tuition and Fees and other charges using the [ACH payment option](#). This is just like writing a check. 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 Basic Tuition and Fees using CASHNet™ SmartPay, our secure third party vendor. Student Account Services/Cashiers does not accept credit cards for in-person payment of Basic Tuition and Fees, except as applicable under the terms of the Installment Plan. Payments made using CASHNet™ SmartPay are normally posted to the student's account in real time; the registration process should not be delayed. CASHNet™ SmartPay assesses each customer a 2.75% 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 on your [SDSU WebPortal](#) under “My Registration”.

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 during our office hours of Monday – Friday 9:00 AM – 3:30 PM or via the Student Account Services drop box 24/7.

## **Wire Transfer Payments**



Students paying in foreign currencies should use our IFT option on [Student Account Online](#). Payments in foreign currencies are made via Western Union and automatically posted to the student account once received. Wire transfers through Western Union offers favorable exchange rates and eliminates bank fees typically charged for wire transfers. For more information on making payments through Western Union, please click [here](#).

## **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.

**\*\*Effective Spring 2018, the Basic Tuition and Fee Installment Plan will have 4 installments.**

### **What are the due dates for the Basic Tuition and Fees Installment Plan?**

The due dates for the Spring 2018 Basic Tuition and Fees Installment Plan are:

<b>Installment #'s</b>	<b>Statement Date</b>	<b>Installment Due Date</b>
<b>#1</b>	<b>January 5, 2018</b>	<b>January 20, 2018</b>
<b>#2</b>	<b>February 5, 2018</b>	<b>February 20, 2018</b>
<b>#3</b>	March 5, 2018	March 20, 2018
<b>#4</b>	April 5, 2018	April 20, 2018

### **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. 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 online 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 online 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 office of Student Account Services sends e-mail notification for outstanding bills. Billing notification e-mails are sent approximately on the 5th of each month with installment payments due on the 20<sup>th</sup> of the same 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 online, 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.

### **Non- Resident (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. 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 online form. Amounts due will be adjusted based on the units in which you are actually enrolled in as of census.

An initial payment of \$2376.00 (minimum 6 units of Non-Resident Tuition) is required upon signing up for the Non-Resident Tuition Installment Plan.

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.

The due dates for the Non-resident Tuition Installment Plan for the Spring 2018 semester are:

Installments #'s	Statement Date	Due Date
#1	March 5, 2018	March 20, 2018
#2	April 5, 2018	April 20, 2018
#3	May 4, 2018	May 20, 2018

## **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 and 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. The student will be responsible for paying a substantially reduced fee 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.

New students qualifying for these benefits need to contact the [Prospective Student Center](#) at (619) 594-6336 and current students need to contact the [Office of the Registrar](#) at 619-594-6871 to determine 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 Basic Tuition and Fees, you will need to send your fee payment coupon from "[My Registration](#)" 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 mandatory 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 Basic Tuition and Fees. If eligible, postponing the payment of your registration fee will be automatic. Your Basic 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 10 days prior to 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 on the [Online Student Account Services](#) website.

## **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 or 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 towards 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 - StudentPayroll](#)
  - 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.

Tuition and fees paid by a 3<sup>rd</sup> party, (e.g. employer, government or military, foreign agency, etc.), payments will be refunded back to the 3<sup>rd</sup> party according to the regulations as stated in Section 41802 of Title 5 in the California Code of Regulations and following the Return to Title IV calculations.

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 Basic 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.

### **Spring 2018 Tuition and Fees Prorated Refund Schedule**

<b>Withdrawal Date</b>	<b>Days Attended</b>	<b>Percent Refunded</b>
1/17/2018	1	99.057%
1/18/2018	2	98.113%
1/19/2018	3	97.170%
1/20/2018	4	96.226%
1/21/2018	5	95.283%
1/22/2018	6	94.340%
1/23/2018	7	93.396%
1/24/2018	8	92.453%
1/25/2018	9	91.509%
1/26/2018	10	90.566%
1/27/2018	11	89.623%
1/28/2018	12	88.679%
1/29/2018	13	87.736%
1/30/2018	14	86.792%
1/31/2018	15	85.849%
2/1/2018	16	84.906%
2/2/2018	17	83.962%
2/3/2018	18	83.019%
2/4/2018	19	82.075%
2/5/2018	20	81.132%
2/6/2018	21	80.189%
2/7/2018	22	79.245%
2/8/2018	23	78.302%

2/9/2018	24	77.358%
2/10/2018	25	76.415%
2/11/2018	26	75.472%
2/12/2018	27	74.528%
2/13/2018	28	73.585%
2/14/2018	29	72.642%
2/15/2018	30	71.698%
2/16/2018	31	70.755%
2/17/2018	32	69.811%
2/18/2018	33	68.868%
2/19/2018	34	67.925%
2/20/2018	35	66.981%
2/21/2018	36	66.038%
2/22/2018	37	65.094%
2/23/2018	38	64.151%
2/24/2018	39	63.208%
2/25/2018	40	62.264%
2/26/2018	41	61.321%
2/27/2018	42	60.377%
2/28/2018	43	59.434%
3/1/2018	44	58.491%
3/2/2018	45	57.547%
3/3/2018	46	56.604%
3/4/2018	47	55.660%
3/5/2018	48	54.717%
3/6/2018	49	53.774%
3/7/2018	50	52.830%
3/8/2018	51	51.887%
3/9/2018	52	50.943%
3/10/2018	53	50.000%
3/11/2018	54	49.057%
3/12/2018	55	48.113%
3/13/2018	56	47.170%
3/14/2018	57	46.226%
3/15/2018	58	45.283%
3/16/2018	59	44.340%
3/17/2018	60	43.396%

3/18/2018	61	42.453%
3/19/2018	62	41.509%
3/20/2018	63	40.566%

\*No refund after this date.

## **Spring 2018 Student Parking Fee Refund Schedule**

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

## **Appeal Process – Petition for Special Consideration**

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 outside the scope of published policy in accordance with the deadlines stated in the Class Schedule, Catalog, and registration material are approved only when applicants can demonstrate exceptional circumstances and the chief financial officer or designee determines that the university did not earn Basic Tuition and Fees.

The following situations are typical of those for which “exceptional circumstances” is an appropriate justification for reviewing accounts:

1. Unexpected Medical Situation: verifiable accident, illness, or personal problems serious enough to cause withdrawal from the University.
2. Schedule adjustments based on department recommendation.
3. Death in the immediate family.
4. Other unusual or very special cases, considered on a case-by-case basis.

The following situations would not fall under “exceptional circumstances”:

1. Grade anticipated in class is not sufficiently high, or the student is failing.
2. Dissatisfaction with course material, instructional method, and/or professor.
3. Class is harder than expected.
4. Pressure of other classes, participation in social activities, or lack of motivation.
5. Inability to pay.
6. Work conflict.

The petition is intended for students who dropped classes outside of the dates listed on the refund schedule or failed to make proper payment resulting in subsequent mandatory fees but feel they have an exceptional circumstance which prevented them from meeting their obligation.