



# SAN DIEGO STATE UNIVERSITY

## Student Account Services

### Fall 2015 Money Matters

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## **FALL 2015 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 systemwide 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 systemwide 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).

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 6 units and add 3 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.

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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 2015 Basic Tuition and Fees (Nonresident and Graduate Business students are charged an additional amount)**

<b>Undergraduate</b>	<b>Basic Tuition Fee</b>	<b><a href="#">Mandatory Campus Fees</a></b>	<b>Total</b>
Part Time 0-6.0 Units	\$1,587.00	\$752.00	\$2,339.00
Full Time 6.1 + units	\$2,736.00	\$752.00	\$3,488.00

<b>First Time Teacher Credential</b> (Preliminary or Level 1 only)	<b>Basic Tuition Fee</b>	<b><a href="#">Mandatory Campus Fees</a></b>	<b>Total</b>
Part Time 0-6.0 Units	\$1,842.00	\$752.00	\$2,594.00
Full Time 6.1 + units	\$3,174.00	\$752.00	\$3,926.00

<b>Graduate Student</b>	<b>Basic Tuition Fee</b>	<b><a href="#">Mandatory Campus Fees</a></b>	<b>Total</b>
Part Time 0-6.0 Units	\$1,953.00	\$752.00	\$2,705.00
Full Time 6.1 + units	\$3,369.00	\$752.00	\$4,121.00

<b>Doctoral * (Ed.D. program)</b>	<b>Basic Tuition Fee</b>	<b><a href="#">Mandatory Campus Fees</a></b>	<b>Total</b>
Part Time 0-6.0 Units	\$5,559.00	\$752.00	\$6,311.00
Full Time 6.1 + units	\$5,559.00	\$752.00	\$6,311.00

<b>Doctoral * (Physical Therapy)</b>	<b>Basic Tuition Fee</b>	<b><a href="#">Mandatory Campus Fees</a></b>	<b>Total</b>
Part Time 0-6.0 Units	\$8,074.00	\$752.00	\$8,826.00
Full Time 6.1 + units	\$8,074.00	\$752.00	\$8,826.00

<b>Doctoral * (Nursing)</b>	<b>Basic Tuition Fee</b>	<b><a href="#">Mandatory Campus Fees</a></b>	<b>Total</b>
Part Time 0-6.0 Units	\$7,170.00	\$752.00	\$7,922.00
Full Time 6.1 + units	\$7,170.00	\$752.00	\$7,922.00

\* Does not include Joint Doctoral students

### **Imperial Valley Campus Fall 2015 Basic Tuition and Fees (Nonresident and Graduate Business students are charged an additional amount)**

<b>Undergraduate</b>	<b>Basic Tuition Fee</b>	<b><a href="#">Mandatory Campus Fees</a></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><a href="#">Mandatory Campus Fees</a></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><a href="#">Mandatory Campus Fees</a></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

## **Fall 2015 Optional Fees**

### **Student Involvement and Representation Fee (SIRF)**

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.

[SIRF Frequently Asked Questions](#)

## **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

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A fee waiver is available for courses that are not used to meet degree requirements (excluding prerequisite courses). Contact the Graduate Business Programs Office, SSE 3428, 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.

Basic Tuition and Fees may be paid using any of the methods outlined under Payment Options. To avoid additional service charges (see Installment Plan), Basic Tuition and Fees 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 start 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.

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## **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	\$720.00

	Ecosystems Only)	
CHHS International Course	HHS 350 (Costa Rica)	\$1375.00
CHHS International Course	HHS 350 ( France)	\$1,845.00
CHHS International Course	HHS 350 ( England)	\$1,895.00
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 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
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	THEA 546	\$15.00



Film		
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

### **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)	\$600 - \$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**

Parking permits will be sold by Parking Services effective Fall 2015. Parking rates may be found on the [Parking Services website](#).

**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).

## **ID Card 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. Any new student 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, located in Student Services West, Room 2620. Hours of operation: M - F, 8:30 a.m. - 4 p.m. For additional information, contact the SDSU Card Office at (619) 594-6800.

## **Payment Options**



Payment for Tuition and Fees for Fall 2015 will be accepted beginning **May 8, 2015**. 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**, your registration may be cancelled and 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***, your registration may be cancelled and 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.

Use [CASHNet™ SmartPay](#) via the Web from your student account. You will be asked to select what you would like to pay for first, and then select how you would like to pay. At this point, you would select payment by credit card.

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, your registration may be cancelled and 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.**

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

Basic Tuition and Fees due for the semester may be paid in installments. There is a **\$60.00 nonrefundable 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.

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

### **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're actually enroll in as of census.

You will be paying 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 20th of each month with installment payments due about 15 days later. 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.

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

Complete all sections of the on line form. Amounts due will be adjusted based on the units in which you're actually enroll 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**

#### **CSU - Vocational Rehabilitation (Chapter 31) and Eligible Dependents of Deceased or Disabled Veterans**

Veterans receiving vocational rehabilitation benefits (Chapter 31), and eligible dependents receiving the Cal Vet Fee Waiver, must obtain their fee waiver authorization at the [Veterans Center](#) (Education building, room 151) and submit it to Cashiering Services along with all applicable fees on or prior to their fee payment deadline.

### **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 regular registration fees (except for a nominal \$28.00 fee per semester). 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 system-wide mandatory fees or tuition at any California State University campus, according to the Alan Pattee Scholarship Act, California Education Code, Section 68121.

Students qualifying for these benefits need to contact the [Office of the Registrar](#), 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 registration fee, 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. 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.

## **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 Wednesday
- Wednesdays – For disbursement to bank account, by the following Friday
- Friday - For disbursement to bank account, by the following Monday

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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 now 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.

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- **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 Perkins Loan** - if you are receiving this loan, you are required to complete and sign legal documents prior to disbursement. You can complete all documents and sign the promissory note online. SDSU's billing service, Educational Computer System, Inc. (ECSI) will send you an e-mail notice when your documents are available.
- **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**

All refund checks will be mailed to the address on file with the [Office of the Registrar](#). Make sure that your address is updated at the [SDSU WebPortal](#) to ensure timely delivery of your refund.

If you paid your Tuition and Fees online using our electronic check (ACH) process, please be aware that if you are due a refund for either withdrawing from the university or dropping units by the [schedule adjustment deadline](#) that you will receive your refund in the form of an SDSU refund check.

Please Note: If you used [CASHNet™ SmartPay](#) to pay your fall fees, a credit will be processed to your credit card.

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.

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### **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 Federal Perkins 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

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### **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 2015 Tuition and Fees Prorated Refund Schedule**

<b>Withdrawal Date</b>	<b>Days Attended</b>	<b>Percent Refunded</b>
8/24/2015	1	99.138%
8/25/2015	2	98.276%
8/26/2015	3	97.414%
8/27/2015	4	96.552%
8/28/2015	5	95.690%
8/29/2015	6	94.828%
8/30/2015	7	93.966%
8/31/2015	8	93.103%
9/1/2015	9	92.241%
9/2/2015	10	91.379%
9/3/2015	11	90.517%
9/4/2015	12	89.655%
9/5/2015	13	88.793%
9/6/2015	14	87.931%
9/7/2015	15	86.069%
9/8/2015	16	86.207%
9/9/2015	17	85.345%
9/10/2015	18	84.483%
9/11/2015	19	83.478%
9/12/2015	20	82.759%
9/13/2015	21	81.897%
9/14/2015	22	81.034%
9/15/2015	23	80.172%
9/16/2015	24	79.310%
9/17/2015	25	78.448%
9/18/2015	26	77.586%
9/19/2015	27	76.724%
9/20/2015	28	75.862%
9/21/2015	29	75.000%
9/22/2015	30	74.138%
9/23/2015	31	73.276%
9/24/2015	32	72.414%
9/25/2015	33	71.552%
9/26/2015	34	70.690%
9/27/2015	35	69.828%
9/28/2015	36	68.966%
9/29/2015	37	68.103%
9/30/2015	38	67.241%
10/1/2015	39	66.379%
10/2/2015	40	65.517%
10/3/2015	41	64.655%
10/4/2015	42	63.793%
10/5/2015	43	62.931%
10/6/2015	44	62.069%

10/7/2015	45	61.207%
10/8/2015	46	60.345%
10/9/2015	47	59.483%
10/10/2015	48	58.621%
10/11/2015	49	57.759%
10/12/2015	50	56.897%
10/13/2015	51	56.034%
10/14/2015	52	55.172%
10/15/2015	53	54.310%
10/16/2015	54	53.448%
10/17/2015	55	52.586%
10/18/2015	56	51.724%
10/19/2015	57	50.862%
10/20/2015	58	50.000%
10/21/2015	59	49.138%
10/22/2015	60	48.276%
10/23/2015	61	47.414%
10/24/2015	62	46.552%
10/25/2015	63	45.690%
10/26/2015	64	44.828%
10/27/2015	65	43.996%
10/28/2015	66	43.103%
10/29/2015	67	42.241%
10/30/2015	68	41.379%
10/31/2015	69	40.517%
11/1/2015	70	40.517%
11/2/2015*	71	40.517%

\* No refund after this date.

## **Fall 2015 Student Parking Fee Refund Schedule**

Parking will be sold by Parking Services effective Fall 2015. Parking refund information may be found on the [Parking Services website](#).

## **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.