



**SAN FRANCISCO
STATE UNIVERSITY**

Bursar's Office
1600 Holloway Avenue
San Francisco, CA 94132
415/ 338-1281

**Installment Payment Plan Agreement
Effective Fall 2015**

1) Initial Payment

For Resident Student Tuition Installment

- Due Date – initial payment must be made on or before the published fee payment date
- Initial Payment - includes 1/3 of the tuition, mandatory local campus fees, other applicable program and/or academic related course fee/s, and a \$33 non-refundable service charge

For Non-Resident Tuition Installment

- Due Date – initial payment must be made on or before the published fee payment date
- Initial Payment - includes campus tuition, mandatory local campus fees and other applicable program and/or academic related course fee/s

2) The installed tuition or non-resident tuition must be paid according to the installment payment schedule.

For non-resident tuition installment, the non-refundable service charge of 15% on each installment must be paid along with the installed non-resident tuition balance.

- 3) For late registration, you may owe as much as the first two payments plus any applicable administrative and/or late registration fees.
- 4) Each late installment payment will incur a non-refundable \$20 administrative fee.
- 5) A negative service indicator will be placed on the account for any missed payments, preventing use of the Installment Payment Plan for subsequent semester.
- 6) A default on Installment Payment Plan Agreement will result in a financial hold on the student's record, and may lead to enrollment cancellation and forfeiture of any paid fees. If you are dis-enrolled, you may not be able to get the enrolled classes back due to enrollment wait lists.
- 7) Re-enrollment in the same term may result in being charged with applicable administrative fee and/or late registration fees.
- 8) If any installment obligation under the Installment Payment Plan Agreement is not paid when due, the student understands and promises to pay all costs of collection, including reasonable legal fees, whether or not a lawsuit is commenced as part of the collection process.

Additional collection activities include Franchise Tax Board Report for offset against CA tax refund, referring account to collection agency and credit bureau reporting.

9) All payments on the installments shall be applied first in payment of applicable late and/or interest and any remainder in payment of installed tuition or non-resident tuition.

10) The Bursar's Office must be notified immediately of changes in units, address, telephone, email address.

11) Refunds are based on the Title V Refund Schedule. (see 12a ii)

12) Additional Provision for Non-Resident Tuition Installment:

a. Administrative fees including the 15% service charge based on the three installed amounts are non-refundable and due, regardless if :

- i. payments are received prior to scheduled due date or
- ii. withdrawn after the published drop deadline

Exceptions:

- i. Official withdrawal from the university before the first day of instruction. A 15% service charge will be applied against one installment which will be deducted from any processed refund.
- ii. Title V of the California Code of Regulations provides for late application of refunds only in the case of death or disability, or if a University rule prevents you from continuing. You must submit a Refund Request form and a Petition for Waiver of Financial Regulations form to the Bursar's Office at Student Services Building 103 or ADM 155. The Petition for Waiver of Financial Regulations is applicable for the current semester/academic year only.