

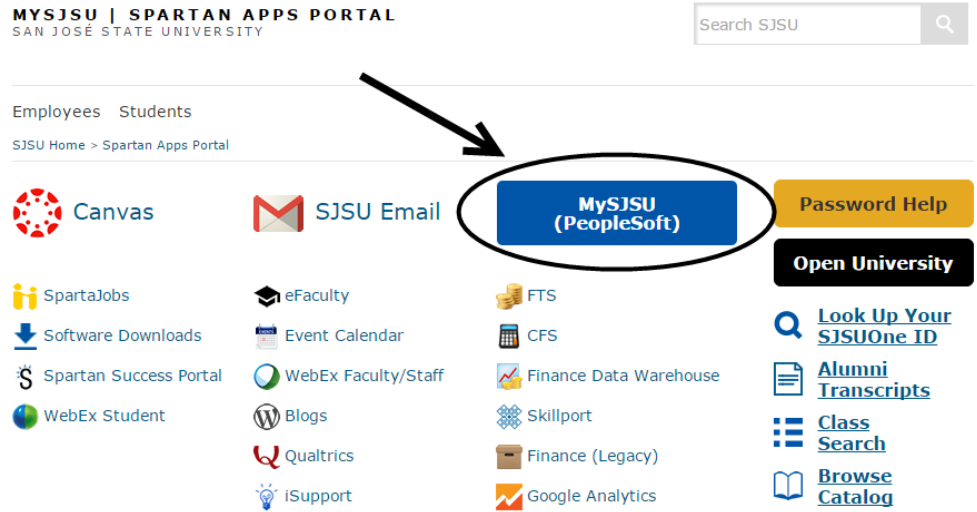
### Overview

This student guide demonstrates how to enroll in the Tuition & Fees ONLY Payment Plan.

Please contact the Bursar's Office by calling 408-924-1601 or email [bursar@sjsu.edu](mailto:bursar@sjsu.edu) with any questions about this process, student account, or visit them at [www.sjsu.edu/bursar](http://www.sjsu.edu/bursar) .

#### The MySJSU homepage displays.

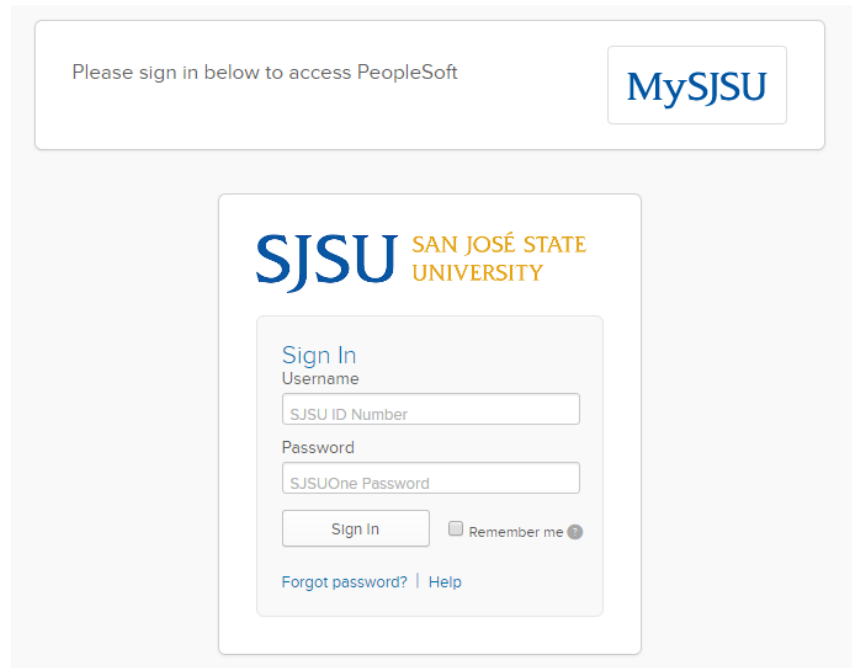
1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **MySJSU Sign In** button.



#### The Login page displays.

3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

*Note: If you have difficulty logging in, contact the IT Help Desk by email ([ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu)) with your full name and SJSU ID.*



The Student Center page displays.

5. Click the **Payment Plan and Other Services** button.

Spartan's Student Center

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**View My Messages**

You have 10 new messages.  
[View Messages](#)

**Academics**

Search Plan  
Enroll  
My Academics  
MyScheduler (Spartan Planner)

other academic... ▾ ⌵

**ORDER OFFICIAL TRANSCRIPT**

**This Week's Schedule**

Class	Schedule
ATH 12I-02 ACT (40389)	Room: TBA
ATH 12S-02 ACT (40044)	Room: TBA
POLS 1-03 LEC (41515)	MoWe 12:00PM - 1:15PM Hugh Gillis Hall 116
SOCI 15-03 LEC (50528)	Room: TBA
SOCI 100W-02 SEM (49045)	MoWe 3:00PM - 4:15PM Boccardo Business Center 120
SOCI 101-03 LEC (40903)	We 6:00PM - 8:45PM Hugh Gillis Hall 122
SOCI 162-02 LEC (42617)	TuTh 3:00PM - 4:15PM Engineering Building 301

[enrollment shopping cart ▶](#)

**Finances**

**My Account**  
[Account Inquiry](#)  
[Enroll In Direct](#)  
[Deposit](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... ▾ ⌵

**Account Summary**

You owe **2,414.50**

[View Due Date](#)

**PAY NOW!** **PAYMENT PLAN AND OTHER SERVICES**

*\*Important Student Fee Information*

**SEARCH FOR CLASSES**

**Holds**  
Intercollegiate Athletics  
Past Due Charges  
[details ▶](#)

**Other Indicators**  
Electronic Refund Indicator  
Tuition Fee Deferral  
[details ▶](#)

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

**General Information**  
[Admissions](#)  
[Office of the Registrar](#)  
[Coll of Int'l Extended Studies](#)

**SJSU Financials**  
[Financial Aid & Scholarship](#)  
[Bursar's Office](#)

**Important Links**  
[Academic Calendar](#)  
[California Voter Registration](#)  
[SIRF](#)

**The University Payments page displays.**

6. Click the **Enroll in payment plan** button.

Spartan Vu

go to ... 

## University Payments

Non-payment of fees will result in disenrollment

### Undergraduate, Graduate and Post Baccalaureate Programs

To make an electronic payment via e-check or credit card, or to set up authorized users, click Student Account Options below. **Your browser must allow popups from this site.**

[Student Account Options](#)

You must be enrolled in regular university classes to use the Payment Plan. Payment Plan is not available for Special Session or Open University students. Please enroll in a plan before making your first payment. There is a fee to use Payment Plan. For more information, visit [http://www.sjsu.edu/bursar/payment\\_refunds/installments/index.html](http://www.sjsu.edu/bursar/payment_refunds/installments/index.html)

[Enroll in payment plan](#)



**The Enroll in Payment Plan page displays.**

7. Select Payment Plan for Tuition & Fees ONLY.
8. Click the **Next** button.

Spartan Vu go to ... ▾ ⏏

[Account Inquiry](#)  
enroll in payment plan

[Account Services](#)  
1098t tax form

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**Enroll in Payment Plan** 1 2 3 4

### 1. Select Payment Plan

You are eligible to enroll in the following payment plan.

**NOTE:** The procedures for signing up for payment plans have changed. You will need to follow the 4-step process in order to successfully enroll in the payment plan. Be sure that you click the ENROLL button in the third step.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
Payment Plan Tuit & Fee ONLY			
<input checked="" type="radio"/> Payment Plan for Tuition & Fees ONLY <small>(Payment Plan is NOT Available for Special Session or Open University students)</small>	50,000.00		4 12/17/2016
<input type="radio"/> Payment Plan for Housing ONLY	50,000.00		4 12/17/2016

Currency used is US Dollar.

CANCELNEXT

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[Account Inquiry](#)   [Account Services](#)

[Enroll In Payment Plan](#)   [1098t Tax Form](#)

go to ... ▾ ⏏

9. Review the installment plan you have selected.
10. Click the **Previous** button to make a different selection.
11. Click the **Next** button to proceed.

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**Account Inquiry**  
 enroll in payment plan

**Account Services**  
 1098t tax form

**Enroll in Payment Plan** 1 2 3 4

## 2. Review Installments

**You have selected Payment Plan Tuition & Fee ONLY.**

Payment Plan for Tuition & Fees ONLY  
 (Payment Plan is NOT Available for Special Session or Open University students)

<b>Eligible Charges:</b>	2,414.50
<b>Plan Amount:</b>	50,000.00
<b>Number of Installments:</b>	4

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
12/17/2016	603.64	33.00	636.64
01/16/2017	603.62		603.62
02/16/2017	603.62		603.62
03/19/2017	603.62		603.62
<b>Total</b>	<b>2,414.50</b>	<b>33.00</b>	<b>2,447.50</b>

Currency used is US Dollar.

**Important: The Installment Schedule above is based on your current eligible charges of 2,414.50. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.**

CANCEL
PREVIOUS
NEXT

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[Account Inquiry](#) [Account Services](#)

[Enroll In Payment Plan](#) [1098t Tax Form](#)

go to ... ▾ ⏪

12. Review the installment schedule and terms of the payment plan.
13. Check the box indicating that you have read the agreement.
14. Click the **Enroll** button or click the **Previous** button to select another payment plan option.

Spartan Vu go to ... 

Account Inquiry	Account Services
enroll in payment plan	1098t tax form

**Enroll in Payment Plan** 1 2 3 4

### 3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

**Payment Plan Tuit & Fee ONLY**

You are about to enroll in Payment Plan Tuit & Fee ONLY. select a different plan

Payment Plan for Tuition & Fees ONLY

(Payment Plan is NOT Available for Special Session or Open University students)

<b>Plan Amount:</b>	2,414.50
<b>Administrative Fee:</b>	33.00
<b>Total Plan Amount:</b>	2,447.50

**Number of Installments:** 4

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
12/17/2016	603.64	33.00	636.64
01/16/2017	603.62		603.62
02/16/2017	603.62		603.62
03/19/2017	603.62		603.62
<b>Total</b>	<b>2,414.50</b>	<b>33.00</b>	<b>2,447.50</b>

Currency used is US Dollar.

**Important: The Installment Schedule above is based on your current eligible charges of 2,414.50. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.**

I agree to the installment schedule listed above. If I fail to pay any installments in full by the due dates, I will be in jeopardy of having all my classes dropped.

The agreement is dated: 11/14/2016  Yes, I have read the agreement

CANCEL
PREVIOUS
ENROLL

- 15. Congratulations! You have enrolled in the Tuition & Fees ONLY Payment Plan!
- 16. You can use the **View My Account** button to see your account.

Spartan Vu


go to ... 

<b>Account Inquiry</b>	<b>Account Services</b>
enroll in payment plan	1098t tax form

**Enroll in Payment Plan**

1 2 3 4

**4. Result**

 **Congratulations!**

You have successfully enrolled in Payment Plan Tuit & Fee ONLY. Please keep the installment schedule below for your reference.

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
12/17/2016	603.64	33.00	636.64
01/16/2017	603.62		603.62
02/16/2017	603.62		603.62
03/19/2017	603.62		603.62
<b>Total</b>	<b>2,414.50</b>	<b>33.00</b>	<b>2,447.50</b>

ENROLL IN ANOTHER PAYMENT PLAN **VIEW MY ACCOUNT**

The Account Summary page displays.

17. Click the **Pay Now** button to make a payment.

Spartan Vu

**Account Inquiry** **Account Services**

summary activity charges due

### Account Summary

You owe 2,447.50. For the breakdown, access [Charges Due](#)

What I Owe			
Campus	Term	Outstanding Charges & Deposits	Total Due
San Jose State Bursars Office	Spring 2017	2,447.50	2,447.50
<b>Total</b>		2,447.50	2,447.50

**PAY NOW!**

[Financial Aid](#)

[Account Inquiry](#) [Account Services](#)

[Summary](#) [Activity](#) [Charges Due](#)

\* 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).