Please visit the Bursar's Office website at www.sjsu.edu/bursar for important information about your student account.

What student services are provided by the Bursar's Office?

Cashiering
- Accepts and processes payments for tuition, fees and housing
- Sells Commuter and Housing parking permits - also available online at http://www.sjsu.edu/parking/permits/student/
- Posts scholarship and alternative loan checks

Student Accounts Assistance
- Greets and assists students with questions about their SJSU student accounts
- Handles e-mail and phone inquiries

Account Specialists and Technicians
- Counsels students regarding money owed to the university
- Reviews and approves Short Term Loans
- Makes payment arrangements for financial hardships
- Coordinates Perkins e-Entrance and e-Exit Interviews
- Bills Third Party Sponsors for registration fees for those students that have fees paid by military, government, employers, Department of Rehabilitation, etc.
- Processes Stop Payment Requests for students who have not received their refund checks

Tower Card - University ID
- Issues SJSU Student Identification Cards (Tower Card)

Tuition and Mandatory Campus Fees: http://www.sjsu.edu/bursar/fees_due_dates/summer_fees/index.html

<table>
<thead>
<tr>
<th>Fall 2016 <strong>ESTIMATES</strong></th>
<th>Undergraduate</th>
<th>Teacher Credential</th>
<th>Graduate &amp; Post-Bac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time Rate (1.0 – 6.0 units)</td>
<td>$2,569.50</td>
<td>$2,814.50</td>
<td>$2,925.50</td>
</tr>
<tr>
<td>Full-Time Rate (6.1 or more units)</td>
<td>$3,708.50</td>
<td>$4,146.50</td>
<td>$4,341.50</td>
</tr>
</tbody>
</table>

- Non-California Resident Fees = $372.00 per unit in addition to basic registration fees listed above.
- Education Doctorate - $6,531.50 per semester.
- Graduate Professional Business Programs Fees = $254.00 per unit in addition to basic registration fees listed above.
- Student Involvement and Representation Fee (SIRF) - Figures above do not include this voluntary $2.00 fee.

Please note: Amounts listed above are subject to change by the California State University Board of Trustees. Please view our website above for updated information on a regular basis.

Payment Due Dates:
- Make your payments on time and avoid enrollment cancellation!
- For detailed information, please visit our website: http://www.sjsu.edu/bursar/fees_due_dates/

Methods of Payment: http://www.sjsu.edu/bursar/payment_refunds/methods/index.html Please note that there is a convenience fee charged for credit card payments made for tuition, fees and housing. Credit card payment can only be made online through MySJSU. Debit card payments are not accepted for tuition, fees or housing.

Installment Payment Plans (IPP): Subject to change. Please review our website for the most up-to-date information.
- IPP allows you to pay registration, non-resident tuition (if you are a non-resident) and housing charges (if you are in university housing) over a period of time on a monthly basis, rather than paying in one lump sum. The number of installments range from 2 to 5, depending upon when you register for classes and/or incur housing charges.
- For detailed information, please see below or visit our website: http://www.sjsu.edu/bursar/payment_refunds/installments/index.html
Fall 2016 Payment and IPP Due Dates

<table>
<thead>
<tr>
<th>Date Charges</th>
<th>Post to Account</th>
<th>Payment Due Date</th>
<th>Classes Dropped for Non-Payment</th>
<th>IPP Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31 – Jul 9</td>
<td></td>
<td>Jul 15</td>
<td>Jul 18</td>
<td>7/15, 8/14, 9/14, 10/15 (4)</td>
</tr>
<tr>
<td>Jul 10 – Aug 8</td>
<td></td>
<td>Aug 14</td>
<td>Aug 15</td>
<td>8/14, 9/14, 10/15 (3)</td>
</tr>
<tr>
<td>Aug 9 – Sep 11</td>
<td></td>
<td>Sep 14</td>
<td>Sep 15</td>
<td>9/14, 10/15 (2)</td>
</tr>
<tr>
<td>After Sep 11</td>
<td></td>
<td>3 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: We do not automatically drop classes after September 21 (census).

Direct Deposit:
- Direct deposit is where refunds are sent electronically to your bank account (checking or savings) from the university rather than mailing a check to you. This is a safe and secure way to have your financial aid funds and refunds sent to you faster than us mailing a check to you. This avoids lost or delayed checks.
- Enroll in Direct Deposit in your MySJSU account. Visit our website for steps in how to enroll.
  http://www.sjsu.edu/bursar/docs/steps/enroll_erefund.pdf

(Please note: All payments made via a credit card that result in a credit will be refunded directly to the card holder’s account.)

Billing:
- San Jose State University does not invoice students. Students are responsible for checking their MySJSU account for payment due date information and for messages pertaining to their student account.

Parent Users:
- The Family Educational Rights & Privacy Act (FERPA) prohibits us from discussing your financial account with anyone other than you, the student. You may authorize in your MySJSU account whomever you wish to view your account balance and make payment.
- To create an authorized user, please see our tutorial at the following webpage:
  http://www.sjsu.edu/bursar/docs/steps/setup_authorized_user.pdf

Enrollment Cancellation:
- The University cancels enrollment for non-payment. Therefore, it is important that students frequently check their student account for their payment due date(s). We do not automatically cancel enrollment after census.

Spartan Bookstore:
- The Bursar’s Office has partnered with the Spartan Bookstore to allow students to purchase books and supplies and have them charged to their student account. For more information, please see our webpage at the following link: http://www.sjsu.edu/bursar/services/

Short Term Loans:
- The Bursar’s Office offers a short term loan for students who need financial assistance. Students receiving financial aid in excess of their tuition, fees and housing may receive $500.00 and students with jobs that they can document may receive $250.00. The application to apply can be found at the following link:
  http://www.sjsu.edu/bursar/services/loans/emergency/

For Frequently Asked Questions, please visit our website:
http://www.sjsu.edu/bursar/students_parents/faqs/index.html

The Bursar’s Office Contact Information:
- bursar@sjsu.edu or (408) 924-1601

Contact Information for other SJSU Departments:
- Financial Aid and Scholarships: (408) 283-7500 or fao@sjsu.edu
- Housing: (408) 795-5600 or info@housing.sjsu.edu
- Registrar’s Office: (408) 283-7500 or registrar@sjsu.edu

Join us on Facebook: www.facebook.com/SanJoseStateUniversityBursarsOffice

Ph: (408) 924-1601
Fx: (408) 924-1654
http://www.sjsu.edu/bursar
bursar@sjsu.edu