

Payment Due Date Memo

Bursar's Office

One Washington Square

San Jose, CA

95192-0138

September 9, 2009

TO: All SJSU Students with a Due Date of September 17, 2009

FROM: The Bursar's Office

SUBJECT: Payment Due Date Information

This is a reminder that you have a payment due for fall 2009 by **Thursday, September 17, 2009**.

Important Information Regarding Your Payment:

- If the due date for your registration fees is September 17, failure to pay on time will result in being dropped from your classes
- Postmarks are NOT accepted
- **We strongly encourage you to pay online** via your MySJSU account with an eCheck or credit card to ensure your payment is posted by the due date and to avoid possible long lines at the Bursar's Office. The online payment feature is available until 11:59pm on September 17, 2009
- Online payments initiated through your bank's bill-pay website are highly discouraged because it can take several days from the time your account is debited until we receive the check from your bank
- You may enroll online in the Installment Payment Plan (IPP) through your MySJSU account. Your first installment due date is September 17, 2009
- There is a Bursar's Office night depository located outside the Student Service Center building on the right side of the entrance for a check payment after business hours. The night depository will be closed at 3:00pm on Thursday, September 17. Payments made after that time will be accepted online only
- Payments will not be accepted September 18 for the due date of September 17

The Bursar's Office Information

- The Bursar's Office is open Monday through Thursday, 8:15am to 4:15pm, and Friday, 9:00am to 4:00pm, to process payments. We are located in the Student Services Center, on the corner of 9th & San Fernando
- The Bursar's Office (and most of the campus) will be closed due to furlough September 18, 2009. In order to provide our best customer service to you, please contact us with any questions by noon on September 17th at bursar@sjsu.edu or (408) 924-1601