SJSU | BURSAR'S OFFICE
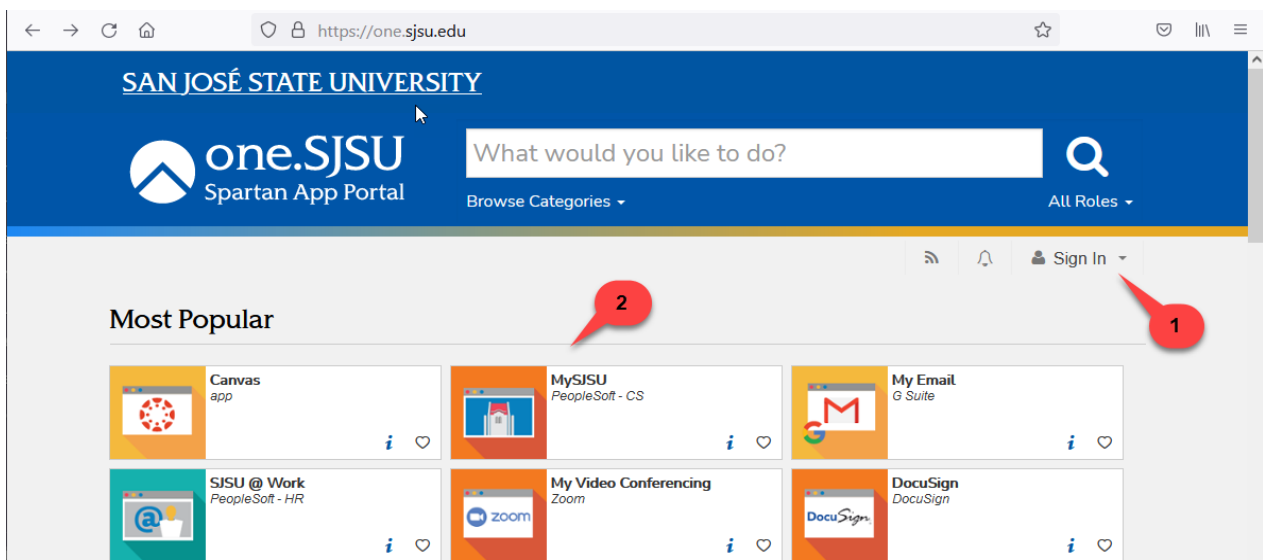
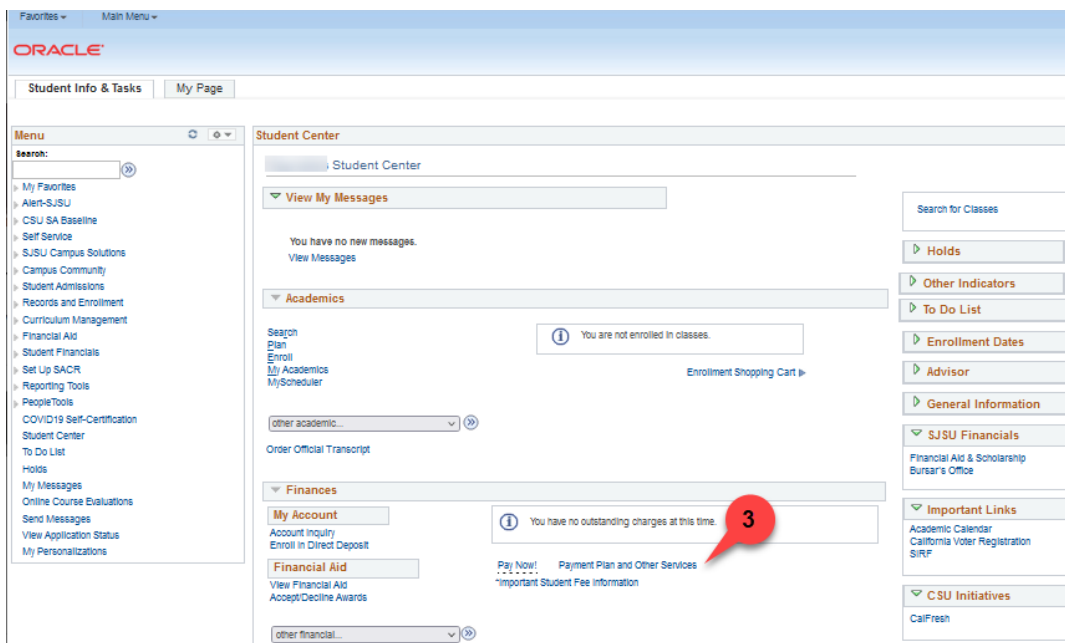## How to Enroll in a Tuition Payment Plan

Overview

This student guide demonstrates how to enroll in a payment plan. Call the Bursar's Office at 408-924-1601 or email bursar@sjsu.edu with any questions about this process and your student account. Visit www.sjsu.edu/bursar for more information.
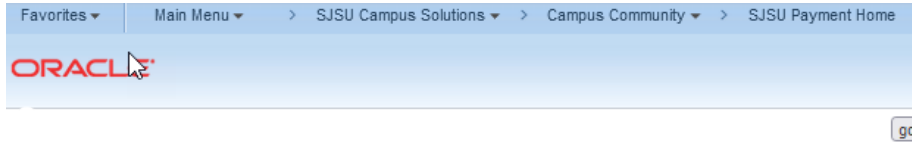
1. Go to https://one.sjsu.edu/ and log in using your SJSU ID number and password.
2. Select the MySJSU app.

3. Select "Payment Plan and Other Services"

4. Click the "Enroll in Payment Plan" button.

5. Select the second radio button, Tuition and Fees Payment Plan

6. Click Next

7. Review the installment Plan. Note the number of installments, eligible charges, and due dates.

2. Review Installments

You have selected Spring 2022.

Tuition and Fees Installment Payment Plan

Tuition fees, Non-California Resident fees and the Graduate Business Professional Program fees are eligible for payment plans. You must have a minimum of $1,000.00 in any combination of these charges to be eligible for the tuition payment plan.

Mandatory campus fees, the optional SIRF fee, First Day Solutions charges and miscellaneous class fees are not part of the installments but are paid as the initial payment due by your designated due date. Depending on your due date, you will have the initial payment and then 3 or 2 installments. Spring 2022 payment due dates (including initial payment dates) are: January 16, 2022, February 16, 2022, March 19, 2022 and April 16, 2022.

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

For details of the Tuition and Fees IPP, please refer to the following link:
https://www.sjsu.edu/bursar/payment-refunds/installment-payment-plan.php

On-time payments are part of the IPP terms and agreement. If you fail to pay on time, SJSU may drop all of your classes. For instructions on how to view payment due dates, please refer to the following link:
https://www.sjsu.edu/bursar/docs/steps/view_due_dates.pdf

If you choose not to attend your classes, it is your responsibility to drop all classes prior to the first day of the term in order to not owe a debt to SJSU. All refund rules apply: https://www.sjsu.edu/bursar/payment-refunds/prorata-refund/index.php

7	Eligible Charges	2,871.00
	Plan Amount	50,000.00
	Number of Installments	3

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
02/16/2022	957.00	35.00	992.00
03/19/2022	957.00		957.00
04/16/2022	957.00		957.00
Total	2,871.00	35.00	2,906.00

Currency used is US Dollar.

8 Important: The Installment Schedule is based on your current eligible charges of 2,871.00. 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]

8. Click the "Previous" button to change your selection

9. Click "Next" to proceed

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
02/16/2022	957.00	35.00	992.00
03/19/2022	957.00		957.00
04/16/2022	957.00		957.00
Total	2,871.00	35.00	2,906.00

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Important: The Installment Schedule is based on your current eligible charges of 2,871.00. 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.   **9**

[Cancel]   [Previous]   [Next]

10. Read the payment plan terms and agreement carefully, confirming the installment schedule

3. Agreement

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

Spring 2022

You are about to enroll in Spring 2022.

Tuition and Fees Installment Payment Plan

[Select a Different Plan]

10

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Plan Amount	2,871.00
Administrative Fee	35.00
Total Plan Amount	2,906.00
Number of Installments	3

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
02/16/2022	957.00	35.00	992.00
03/19/2022	957.00		957.00
04/16/2022	957.00		957.00
Total	**2,871.00**	**35.00**	**2,906.00**

Currency used is US Dollar.

Important: The Installment Schedule is based on your current eligible charges of 2,871.00. 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 default **11** allments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated   10/29/2021   ☐ Yes, I have read the agreem **12**

[Cancel]   [Previous]   [Enroll]

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11. Check the box indicating that you have read the agreement

12. Click the "Enroll" button (click the "Previous" button to select another payment plan option)

13. Congratulations, you have enrolled in the Tuition Fee Payment Plan

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Account Inquiry	**Account Services**
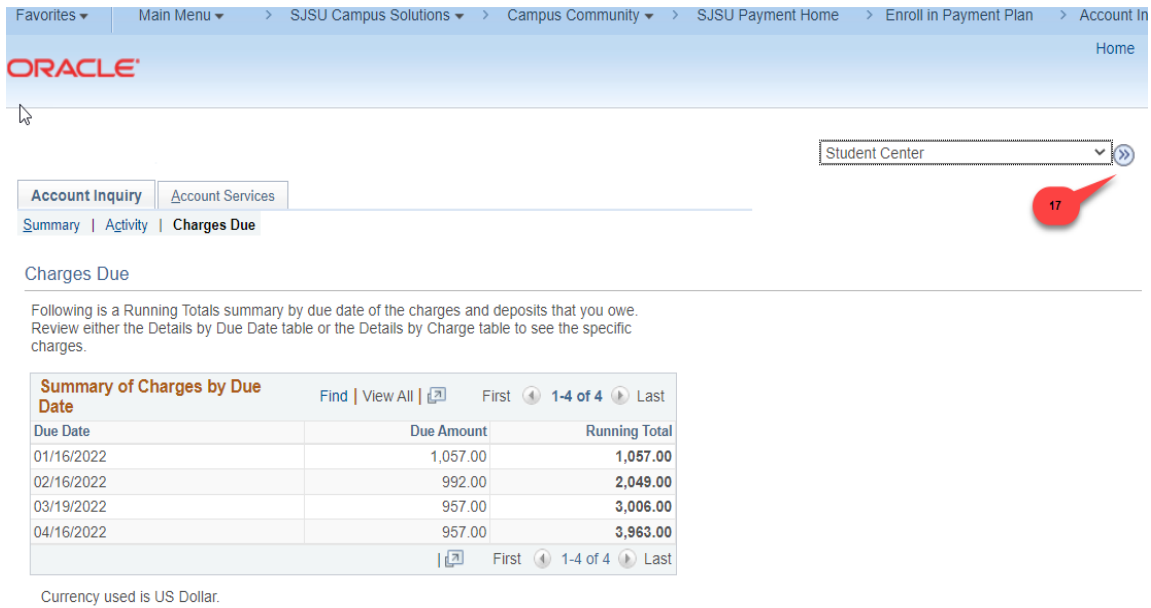
Enroll in Payment Plan | 1098T Tax Form

Enroll in Payment Plan   1—2—3—**4**

4. Result

✔ **Congratulations!**

You have successfully enrolled in Spring 2022. Please keep the installment schedule for your reference.

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
02/16/2022	957.00	35.00	992.00
03/19/2022	957.00		957.00
04/16/2022	957.00		957.00
Total	**2,871.00**	**35.00**	**2,906.00**

14

[Enroll in Another Payment Plan]   [View my Account]

⬆ Go to top

14. Click on "View My Account" to see your account summary

15. Click to select "Charges Due" to view initial payment and installment amounts

16. To make a payment, click the dropdown arrow

17. Select the "Student Center," then click the ⊗ icon
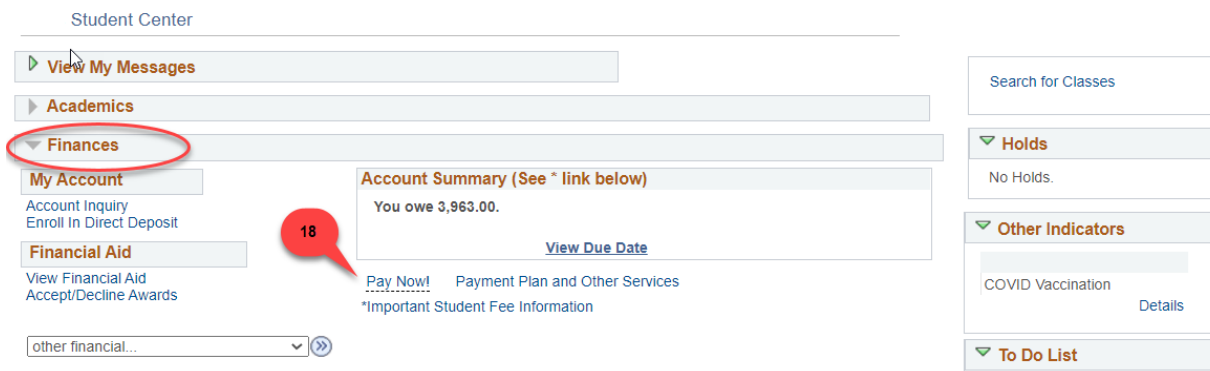
18. Scroll down to the "Finances" section and click the "Pay Now " button to make a payment