

UNIVERSITY FEES AND REFUNDS

Student Business Services (SBS) - formerly University Cash Services

Student Business Services is located on the first floor of Sage Hall in the Enrollment Center and is open during the following times:

Monday through Wednesday 8:30 am to 5:00 pm

Thursday 8:30 am to 3:00 pm and 4:00 pm to 5:00 pm

Friday 8:30 am to Noon

Tuition and Other Fees

Students must register for classes before they can pay tuition and other fees. Students will be responsible for obtaining their account balance information through their myCI account. Payment deadlines are strictly enforced **and an invoice will not be sent**. Partial payments will not be accepted unless a student has a signed campus installment payment plan contract on file with Student Business Services. Payments will not be accepted or processed after the due date and students will be disenrolled from all classes for non-payment. Notices will not be sent to students that are disenrolled. This information will be available to the student by logging into their myCI account.

Students who are eligible for Financial Aid but do not have “anticipated aid” applied to their account by the due date, will be responsible for paying their own fees. Please refer to the Financial Aid section for further details.

Students should also check their Dolphin Email on a regular basis for account balance updates and billing deadlines. For general information, refer to the Student Business Services website at: <http://www.csuci.edu/sbs>.

PAYMENT DEADLINES

If full payment is not received by Student Business Services by the published due date, the University will drop students for non-payment. Payments will not be accepted after a student has been dropped. Disenrolled students will need to re-register and pay immediately. All students are responsible for reviewing their account activity and balance information through myCI on a regular basis. The navigation to check your financial information is: myCI > SA Self Service > Campus Finances > Account Inquiry

When registering for classes during:

November 28, 2011 to January 18, 2012

*January 19, 2012 or later

Then, your payment is due by 5:00 pm on the specified day:

January 18, 2012

Immediately upon registration*

*Late Registration

If a student registers for any classes on or after January 23, 2012, he/she must obtain the instructor’s permission number and pay all student charges immediately upon registration to avoid disenrollment. The student will also incur a \$25 late registration fee.

ADDING ADDITIONAL CLASSES

If a student adds more classes after their initial enrollment, they will be held to the payment deadline from the first day they enroll. Failure to pay the additional fees associated with adding more classes will result in disenrollment.

Resident Tuition, Other fees and Nonresident Tuition Per Semester

Fees are subject to change by the Trustees of the California State University and/or the campus President. 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 initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter had begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

Fee Category	UNDERGRADUATE		GRADUATE/POST BAC.		CREDENTIAL	
	0-6.0 units	6.1+ units	0-6.0 units	6.1+ units	0-6.0 units	6.1+ units
Associated Students Fee	62.00	62.00	62.00	62.00	62.00	62.00
Health Facilities Fee	3.00	3.00	3.00	3.00	3.00	3.00
Instructionally Related Activities Fee	50.00	50.00	50.00	50.00	50.00	50.00
Materials, Services & Facilities Fee	35.00	35.00	35.00	35.00	35.00	35.00
Tuition Fee	\$1,587.00	\$2,736.00	\$1,953.00	\$3,369.00	\$1,842.00	\$3,174.00
Student Body Center Fee	162.00	162.00	162.00	162.00	162.00	162.00
Student Health Service Fee	60.00	60.00	60.00	60.00	60.00	60.00
Recreation and Athletics Fee	50.00	50.00	50.00	50.00	50.00	50.00
Total Tuition and Other Fees	\$2,009.00	\$3,158.00	\$2,375.00	\$3,791.00	\$2,264.00	\$3,596.00

A post baccalaureate student is defined as any student having earned a Bachelors degree.

Nonresident and International Student Fees

Nonresident and international students must pay the resident tuition and other fees plus \$372.00 per unit.

How to Pay Your Fees

- **Credit Cards:** CI no longer accepts VISA. The only acceptable credit cards are MasterCard, Diner's Club, AMEX, and Discover. All credit card transactions must be completed on-line. Log into your [myCI](#) account and go to: CI Records > SA Self Service > Campus Finances > Make a Payment. Then click on the box called "Login to CashNet" to proceed. A merchant-imposed convenience fee is applied to all credit card transactions. For detailed instructions on how to use this payment method, please reference the Student Business Services website at: <http://www.csuci.edu/sbs>.
- **By mail:** Postmark dates are not honored. Enclose a check or money order (include your 9-digit CI ID number) payable to CSUCI and mail to: Student Business Services, California State University Channel Islands, One University Drive, Camarillo, CA 93012.
- **Online:** E-check payments are accepted on-line at no additional charge. You must log into your [myCI](#) account and go to: CI Records > SA Self Service > Campus Finances > Make a Payment. Then click on the box called "Login to CashNet" to proceed. For detailed instructions on how to use this payment method, please reference the Student Business Services website at: <http://www.csuci.edu/sbs>.
- **In person:** Please visit Student Business Services in Sage Hall during normal business hours. Only cash, check and money order are accepted.
- **Drop box:** A drop box is located in the hallway of Sage Hall, adjacent to Student Business Services, for payments made after normal business hours. Payments dropped off will be processed within 48 business hours. Include your 9-digit student ID # on all payments to ensure proper processing.

Tuition and Other Fee Installment Payment Plan

The California State University Channel Islands Installment Payment Plan (IPP) enables participants, in good financial standing with the university, to pay for all tuition and other fees in installments without interest. Financial aid recipients and sponsored students with waivers are not eligible to sign up for the IPP. Any outstanding balance due to the University must be paid prior to applying for the IPP.

The IPP contract and the first payment must be submitted to Student Business Services by the published due date. Failure to submit the IPP contract or payment will put the student in jeopardy of being dropped. The IPP contract can be obtained on-line through the Student Business Services website or in person at Student Business Services. A non-refundable administrative fee of \$33 per semester is required for participation in the installment plan. Payments must be received on or before the due dates regardless of whether or not an invoice is received. Late payments will be assessed a \$25 late fee. Failure to complete the obligations under the terms of the IPP will prohibit students from being able to participate in this plan for future semesters. For more information, please contact Student Business Services or refer to the Student Business Services website at <http://www.csuci.edu/sbs>.

Returned Checks

A \$25 returned fee is applied to student accounts for any returned items by the bank or for declined credit card transactions. If enrollment has already occurred, classes may be cancelled. Students will be required to register late and will incur a \$25 late registration fee.

Payments for returned items must be paid by cash or certified funds only. Resolve financial balances and clear registration holds to avoid delays in registration and/or fulfilling graduation requirements.

Special Course Fees

Lab Fees

Several courses require the payment of special course fee (lab fees) as a condition of enrollment. These fees may be indicated in the Schedule of Classes next to the course listing. Lab fees must

be paid with tuition and other fees and are subject to the payment deadlines. Lab fees range from \$15 to \$100 per course. Lab courses dropped by the add/drop deadline will automatically be credited on the student's account. Lab courses dropped after the deadline will not be refunded.

Breakage Card Fees

In addition to the above lab fees, several courses require a refundable breakage card fee. The fee is \$25 per course and is refunded at the end of the semester only if confirmation is sent to Student Business Services that nothing has been broken.

Dolphin Card/ID

All new CI students must purchase a Photo ID card. To obtain your Photo ID, you must bring \$15.00 and additional photo identification (e.g. valid California Driver's License, a DMV ID, or a passport) to Student Business Services. There is a \$15 replacement fee for a new card. This card is required:

- for all transactions with Transportation & Parking Services
- for the Credential Office
- for all transactions at Enrollment Services
- for all transactions at Student Business Services
- to obtain campus services from the Library
- for the Student Health and Counseling Center
- for the Student Union

Other Fees and Charges (Nonrefundable)

Application Fee	\$55.00
Campus ID card	\$15.00
Change of Graduation Date	\$15.00
Check Return Fee	\$25.00
Credit Card Transaction Dishonored Fee	\$25.00
Diploma Fee	\$45.00
Duplicate Diploma Fee	\$15.00
Freshman Orientation Fee	\$140.00
Housing Installment Payment Plan Fee	\$33.00
Intent to enroll deposit	\$100.00
Late Payment Fee	\$25.00

Other Fees and Charges (Nonrefundable), continued

Late Registration processing Fee	\$25.00
Library Fee	(varies)
Registration Installment Payment Plan Fee	\$33.00
Replacement campus ID card	\$15.00
Transfer Orientation Fee	\$35.00
Student Professional Liability Insurance Fee	\$20.00

Housing Fees

For more information about Housing payments and deadlines, please refer to the housing website at: <http://www.csuci.edu/housing/rates.htm>.

Parking Fees

For more information about Parking see Police & Parking Services on page 25 of this Schedule, contact PPS at (805) 437-8430, e-mail parking@csuci.edu, or visit the Web site at <http://www.csuci.edu/parking/index.htm>

FINANCIAL AID

If the student account does not show “anticipated aid” by the payment due date, the student is responsible for paying all fees. Students will be able to defer payment only for the amount indicated. If a student’s financial assistance does not pay off the entire balance, the student must pay the difference according to the scheduled due dates. Students who apply for Financial Aid 10 business days before a due date or after the start of the semester will be held responsible for paying all fees by the deadline and will be reimbursed, as applicable, when Financial Aid is applied to the student account. It is the student’s responsibility to obtain their account information through *myCI* prior to the payment due dates.

Financial aid awards will first be used to satisfy any obligations owed to the University. If the total aid available is not sufficient to pay fees in full or if the student loses financial aid eligibility, the student is responsible for payment of fees. Students are responsible for their fees whether or not an invoice is received. For questions regarding your aid, contact Financial Aid at (805) 437-8530.

All disbursements rules must be met before aid will be paid out. Financial aid awards will be disbursed to accounts the first week of the semester and weekly thereafter. All checks will be mailed out on Mondays via US mail to the mailing address the student has on file in *myCI*.

To qualify for a financial aid disbursement, students must be enrolled in at least 12 units. This is considered the minimum full-time load and will result in full financial aid eligibility. Students enrolling less than full time may have their aid reduced. Most financial aid programs have minimum unit requirements that must be met or aid from those programs may be cancelled completely. If you completely withdraw from school, you may be required to repay some or all of your financial aid.

Refunds/Address Change

Due to the timing of charges placed on the student accounts, a refund may be initiated even though the student account has not been paid in full. It is the student’s responsibility to review

his/her *myCI* account on a regular basis to ensure all debt has been paid for the term to avoid late fees and/or a financial hold. Payments made by credit card will be credited back to the original card used. All refunds are sent to the student’s mailing address on file in their *myCI* account. Please review your information and keep it updated to ensure that you receive all necessary correspondences and refunds.

Aid Disbursements/Address Change

Financial Aid is applied to a student’s account the week before school starts and weekly thereafter. If there is an overpayment on a student account after all fees and residence costs are deducted, a check will be mailed to the student at the address on file through their *myCI* account. Fees may be placed after the initial disbursement is made so it is important that you are checking your balance regularly for any outstanding debts. Please review your contact information and keep it updated to ensure that you receive all correspondences.

Federal Military Selective Service Act

The Federal Military Selective Service Act (the “Act”) requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty (30) days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959 may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information in the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.

Sponsorships

Students enrolling under one of the following University sanctioned programs may have some portion or all of the tuition and other fees waived or paid by a sponsor organization. The signed authorization/voucher must be submitted to Student Business Services prior to registration. Authorizations with payment restrictions will not be accepted. Students will be responsible for differential payment by the published due date if the employer/agency is not assuming responsibility for the full amount of registration fees. The employer/agency will be billed for the authorized (or actual if less) amount with payment due within thirty days of the invoice date.

Corporate/Organization

A contractual agreement with the University or prior arrangement with Student Business Services is required from the sponsoring agency. Students must enclose authorization obtained from the employer/agency. The agency authorization must be on company letterhead stationery with an authorized signature.

Federal Government

A signed authorization must be on letterhead stationery of a recognized branch of the Federal Government. The student is responsible for any portion of the fees not covered by the agency.

Military/ROTC

Enclose authorization on letterhead stationery or 1556 form which clearly indicates the sponsoring agency to be billed. The authorization must bear the signature of the commanding officer or recognized official. Conditional authorizations will not be accepted. Payment from the sponsoring agent is required within thirty days of the invoice date.

State and Veterans Vocational Rehabilitation

Enclose signed authorization from the appropriate sponsoring agency (State Department of Rehabilitation or Veterans Administration).

Veterans Services

Students seeking education allowances under provisions of any Veterans Act must be eligible with the Veterans Administration to receive benefits. All students wishing to draw benefits who are enrolled for any semester must have their current program on file with the VA Certifying Official who can be reached at (805) 437-3524.

Waivers**CSU Employee Fee Waiver and Reduction Program**

The California State University offers eligible employees the opportunity to enroll in the CSU Employee Fee Waiver and Reduction Program. This program provides for the waiver or reduction of certain fees for employees who enroll in work related courses offered by the CSU for the purpose of improving skills for existing jobs, or advancement in accordance with a career development plan. This program allows the employee to transfer their benefit to a spouse, dependent, or domestic partner. The CSU employee must apply for this program through the Human Resource department each semester. The student must submit a copy of the approved waiver form along with the appropriate payment of fees to Student Business Services by the published due date to avoid enrollment cancellation. Late payments are not accepted.

Intrasystem Concurrent Enrollment

California resident students participating in this program pay their tuition and other fees at the home campus. Nonresident participants must pay any additional fees to CI.

Intrasystem Visitor Enrollment

California resident students participating in this program pay their fees at the host CSU campus.

Veteran's Dependents

Contact the Division of Veteran Services of the State Department in relation to Federal Benefits. If eligible, submit the Cal Vet Fee waiver authorization letter to the campus VA Certifying Official and fee payment (if applicable) by the deadline date. A Veteran Dependent recipient will receive an authorization letter and will be invoiced for the cost of campus-based fees as listed in the Schedule of Classes. For more information call (805) 437-3524.

Cancellation of Registration

Students who register for courses offered by the University are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term gives rise to an obligation to pay tuition and other fees for the reservation of space in the course(s).

A student will be eligible for a full refund if fees are paid but no enrollment occurred or if all classes have been dropped prior to the first day of instruction for the term. Procedures for withdrawal are available in the Enrollment Center or in this Schedule of Classes.

Students will also receive a full refund of tuition and other fees and nonresident tuition under the following circumstances:

- The tuition and fees were collected in error.
- The course for which the tuition and other fees were assessed or collected was cancelled by the University.
- The University makes a delayed decision that the student was not eligible to enroll in the term for which the tuition and other fees were assessed and collected, and the delayed decision was not due to incomplete or inaccurate information provided by the student.
- The student was activated for compulsory military service.

Prorated Refunds for Complete Withdrawals

Beginning with the first day of instruction for the term, refunds for complete withdrawals will be prorated based on the date of withdrawal and the length of the academic period up to the 60 percent point of the term. Refunds are processed automatically. A student who officially withdraws after the 60 percent point in the academic period will not be entitled to a refund.

Refunds for Partial Withdrawals

A student who drops some, (but not all) units resulting in a lower mandatory fee obligation by February 10, 2012 will be entitled to a prorated refund of the applicable difference in fees. Refunds are processed automatically. A student who fails to drop classes that would result in a lower fee category by the deadline will not be entitled to a refund.

NOTE: It is the sole responsibility of the student to withdraw from classes. Refunds can only be issued to students who withdraw from classes by the published deadlines. Students are responsible for verifying their withdrawal from classes.

ATTENTION ALL STUDENTS!**Important Spring 2012 Refund Policies and Procedures**

- For a full refund, all classes must be dropped prior to the first day of instruction. Beginning the first day of classes, your refund will be pro-rated.
- All refunds for mandatory fees are now automatic.
- Refund checks will be mailed to the address on file. You can update your address by logging in to CI Records at [myCI](#).
- Please refer to the refund section in this Schedule of Classes for eligibility requirements.