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Navigate the Island:

*How Student Business Services
Serves You*

Here are some of the ways we can support you

- ❖ Answer questions about your student account
- ❖ Process payments
- ❖ Issue financial aid refunds and out of pocket reimbursements
- ❖ Issue 1098-T statements
- ❖ Issue your Campus Dolphin ID Card



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Spring 2024 Tuition & Fees

Fee Description	Part Time 0.5 - 6 units	Full Time 6.1 and above units
Tuition	\$1,665	\$2,871
Associated Students Fee	\$75	\$75
Health Services Fee	\$3	\$3
Instructionally Related Services Fee	\$60	\$60
Materials, Service & Facilities Fee	\$65	\$65
Recreation and Athletics Fee	\$70	\$70
Student Body Center Fee	\$162	\$162
Student Health Service Fee	\$95	\$95
*Student Involvement & Representation Fee	\$2	\$2
Campus Dolphin ID card	\$15	\$15
Total Tuition & Fees	\$2,212	\$3,418

- ❖ Non-CA residents pay \$396 per unit in addition to the fees above.
- ❖ **Lab Fees** may be applied based on enrollment
- ❖ *Students may opt out of the Student Involvement & Representation Fee



CSU Fee Statement

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).



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Important Date to Remember for Fall 2023

❖ Payment Deadline is **Tuesday, January 16, 2024.**

- Payments for Late Registration or Enrollment Changes made after January 9, 2024, will be due on Friday, February 9, 2024.
- Information on Fee Deadlines can be found here: <https://www.csuci.edu/sbs/fees-and-due-dates.htm>

❖ Tuition and Fees will be posted to your student account on **12/1/2023.**

- If you are registering for classes after 12/1/2023, Tuition and Fees will post to your student account within 24 hours.

TAKE NOTE: Students may be dropped from some or all their classes if payment is not submitted by the published Payment Deadline.

Options for Meeting the Payment Deadline

❖ Pay in Full

❖ Tuition Installment Payment Plan (TIPP)

- Enroll into a payment plan through your myCI. You must re-enroll each semester to continue using the payment plan
- \$33 non-refundable payment plan fee applies for each payment plan you enroll into.
- Instructions on how to enroll can be found here: <https://www.csuci.edu/sbs/documents/howto-tipp.pdf>

❖ Third party sponsorship or waiver

- CSU Employee Fee Waiver/Veteran Fee Waiver
- State and Veteran Vocational Rehabilitation
- Corporate or Organization Sponsorship
- 529 Plan
 - Note: Funds should be requested from your 529 Plan Investment und at least 3 weeks before the published payment deadline to ensure timely payments.
 - Post dated payments do not prevent disenrollment.

❖ Financial Aid

TAKE NOTE: If the third-party sponsorship, waiver, and/or financial aid that is awarded is not enough to cover the balance due, it is the student's responsibility to ensure that the remaining balance is paid by the published due date.



Viewing your Account Balance

❖ All account information can be found on your myCI Student Center Page. This information is available to you 24/7.

➤ PLEASE NOTE: You will not receive paper or electronic billing statements.

➤ Instructions on how to view this information can be found here:

<https://www.csuci.edu/sbs/documents/accountinquiry.pdf>



Step 1

Step 3

Step 2

Step 4

Due Date	Due Amount	Running Total
11/17/2022	25.00	25.00
01/17/2023	1,391.43	1,416.43
01/25/2023	61.87	1,478.30

Options for Making your Payment

❖ Online via myCI

- **Electronic Check (no fee for this option).** Your funds must be readily available, using a checking or savings account and the account routing number.
 - Instructions can be found here: <https://www.csuci.edu/sbs/documents/echeck.pdf>
- **Credit/Debit Card (a 2.65% merchant fee does apply to all credit/debit card transactions).**
 - Instructions can be found here: <https://www.csuci.edu/sbs/documents/creditcard.pdf>
- **529 Savings Plan Electronic Transfer**

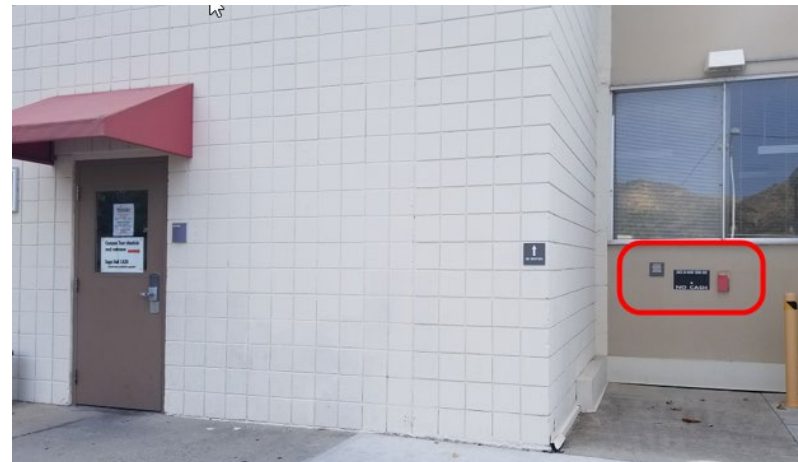
❖ Mail your payment

- **Make check or money order payable to CSUCI and include your Student ID Number**
- **Post dated payments will not prevent disenrollment from classes.**
- **Mail payments to:**

CSU Channel Islands
Student Business Services
One University Drive
Camarillo, CA 93012

❖ Secure Drop Box

- **Located behind Sage Hall**
- **Please do not submit cash in the drop box.**



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Important Things to Know about Dropping Classes



- ❖ After the first day of instruction, students are charged prorated fees for the time they hold space in a class that they choose to drop.
 - The proration fee is approximately 1% of the applicable tuition balance per day
 - The proration charge will only take place if you drop units resulting in a lower tuition level and do not replace the units within 3 days (i.e. full-time to part-time or part-time to 0 units).
 - If you intend to replace the dropped units, we suggest using the “enrollment swap” option in the Academics section of your Student Center page. This will allow you to drop a course and add a course in the same transaction and avoiding the proration of fees. Instructions can be found here: <https://www.csuci.edu/registrar/registration-video-tutorials.htm>

You are eligible for a	
Full refund, if complete term withdrawal is processed on or before	Friday, January 19, 2024
Prorated refund, if complete term withdrawal is processed between	Saturday, January 20, 2024 – Monday, April 1, 2024
Prorated refund, if partial withdrawal (i.e. dropping from full time to part time) is processed between	Saturday, January 20, 2024 – Friday, February 9, 2024
No refund, if dropping from full-time enrollment to part-time enrollment, and processed after	Friday, February 9, 2024

Examples of the proration of fees:



Example 1

- ❖ Student is enrolled in 12 units and drops to 0 units before Friday, January 19, 2024.
 - There will be no proration of tuition fees on the account, because all enrollment was dropped prior to the start of the semester.

Example 2

- ❖ Student is enrolled in 9 units and drops to 6 units on Wednesday, January 24, 2024.
 - The student will be charged the part-time tuition rate of \$2,212 and an estimated \$130 in prorated full-time tuition fees for the time space was held in the dropped class.

Example 3

- ❖ Student is enrolled in 6 units and drops to 0 units on Friday, January 26, 2024.
 - The student will be charged an estimated \$153.41 in prorated part-time tuition fees for the time that space was held in the dropped classes.

Refunds

❖ Any Financial Aid (FA) disbursed in excess of your account balance will be refunded as follows:

- Our office will begin processing Financial Aid refunds on **January 17, 2024**.
- Direct Deposit – highly recommended and the fastest way to receive your refund. Instructions can be found here: <https://www.csuci.edu/sbs/documents/how-to-enroll-in-direct-dep-20.pdf>
- Paper Check – The check will be mailed to the mailing address on file. Please allow 2-3 weeks for processing

❖ Out of pocket payments will be refunded to the original payment source, as follows:

- Our office will begin processing Out of Pocket refunds on **February 12, 2024**.
- Refunds for credit/debit card payments will be refunded back to the card that was used.
- Cash and Electronic Check payments will be refunded as a paper check.

Example: It is payment deadline; student has not been awarded Financial Aid and has an account balance of \$3,300. Student signs up for the tuition installment payment plan and makes the 1st payment of \$1,100 using a credit card. Financial aid in the amount of \$5,000 is later awarded and disbursed.

- \$2,200 of Financial Aid will pay off the account balance
- \$1,100 paid by the credit card will be refunded directly back to the card
- \$1,700 of the remaining financial aid will be refunded directly to the student or parent accordingly.



FERPA

The Family Education Rights and Privacy Act (FERPA) is a Federal Law that protects all student records, without the form we cannot disclose information to anyone but the student.

- ❖ The form must be renewed every academic year.
- ❖ Your parent or supporter must be able to provide an access code for us to release information regarding your education record.
- ❖ When completing the form, you must specify each individual department and record(s) to be released.
- ❖ We will not be able to disclose any specific account details to anyone other than the student regarding billing statements, charges, credits, payments, past due amounts, and/or collection activity without proper authorization in place.



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1098-T Statement

- ❖ The 1098-T tax form is a Tuition Statement provided by higher education institutions to all eligible students who paid for Qualified Tuition and Related Fees (including non-resident tuition) during the calendar year.
- ❖ The form contains information about qualified tuition and related expenses to help determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce Federal income tax. For more information, see IRS Pub. 970, Tax Benefits for Higher Education.
- ❖ The form is made available to students in January of each year through your myCI portal.
- ❖ Instructions on how you can obtain the 1098-T form can be found here:
<https://www.csuci.edu/sbs/documents/howtoaccessform1098tinmyci.pdf>



Finances

My Account

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

Financial Aid

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

i You have no outstanding charges at this time.

[*Important Student Fee Information](#)
[Make a Payment](#)

View 1098-T



FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses	OMB No. 1545-1574
		\$	2021 Form 1098-T
		2	
FILER'S employer identification no.	STUDENT'S TIN	3	Tuition Statement Copy B For Student This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
STUDENT'S name		4 Adjustments made for a prior year	
Street address (including apt. no.)		5 Scholarships or grants	
City or town, state or province, country, and ZIP or foreign postal code		6 Adjustments to scholarships or grants for a prior year	
Service Provider/Acct. No. (see instr.)	8 Checked if at least half-time student	9 Checked if a graduate student	7 Checked if the amount in box 1 includes amounts for an academic period beginning January-March 2022
	<input type="checkbox"/>	<input type="checkbox"/>	10 Ins. contract reimb./refund

Form 1098-T (keep for your records) www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service

Dolphin ID Card



- ❖ A \$15 Dolphin ID Card fee will automatically be included in tuition and fee charges posted to your student account.
- ❖ Here are some examples of how you can use your Dolphin ID Card:
 - Checking out books at the Library
 - Printing/Copying on Pharos Printers in the Library
 - Paying for Food at Dining Locations on Campus
 - Bus Pass
- ❖ How can I obtain my Dolphin ID Card?
 - Prior to the start of the Spring 2024 semester, you will receive an email from Student Business Services inviting you to upload a photo for your Dolphin ID Card.
 - You will receive an email notification to your myCI email address when the ID is ready for pick-up.
 - Dolphin ID must be picked up in person at the Cashier's Window during normal business hours.
 - Please bring another photo ID with you, i.e., Driver's License or Passport



Important Dates to Remember for Spring 2024



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- ❖ Payment Deadline is **Tuesday, 1/16/2024.**
- ❖ First Financial Aid disbursement is **Thursday, 1/11/2024.**
- ❖ Financial Aid refunds begin processing **Wednesday, 1/17/2024.**
- ❖ Last day to drop classes without proration of fees is **Friday, 1/19/2024.**
- ❖ Last day to add classes using an instructor issued permission number is **Friday, 2/9/2024.**
- ❖ Last day to drop classes without permission is **Friday, 2/9/2024.**
- ❖ Out of Pocket Reimbursements begin processing **Monday, February 12, 2024.**



Contact Student Business Services



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❖ Contact Us:

- Sage Hall, Enrollment Center
- Cashier Window Hours:
 - Monday through Friday from 9:00 a.m. to 4:30 p.m.
- Phone: (805) 437-8810
 - Phone Hours: Monday – Friday 9:00 a.m. – 4:30 pm
- Email: sbs@csuci.edu



❖ Resources:

- Website: www.csuci.edu/sbs/
 - “How to” videos and PDF
 - Important updates



*Valid photo ID required for in-person transactions

<https://www.csuci.edu/sbs/>