



California State  
University

C H A N N E L  
I S L A N D S

# *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





# Fall 2025 Tuition & Fees

Fee Description	Part Time 0.5 - 6 units	Full Time 6.1 and above units
Tuition	\$1,869	\$3,225
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	\$2,416	\$3,772

- ❖ Non-CA residents pay \$444 per unit in addition to the fees above.
- ❖ **Lab Fees** may be applied based on enrollment

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



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# 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 2025

## ❖ Payment Deadline is **Tuesday, August 19, 2025.**

- Payments for Late Registration or Enrollment Changes made after August 11, 2025, will be due on Friday, September 12, 2025.
- 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 or after **June 1, 2025.**

- If you are registering for classes after 6/1/2025, 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:

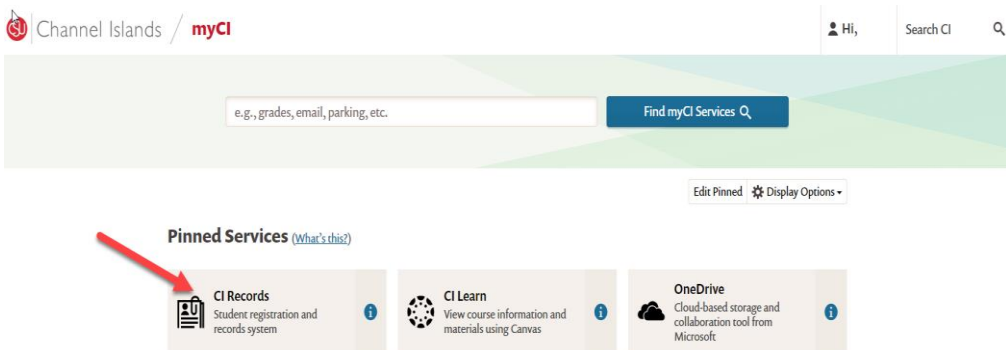
<https://www.csuci.edu/sbs/documents/accountinquiry.pdf>



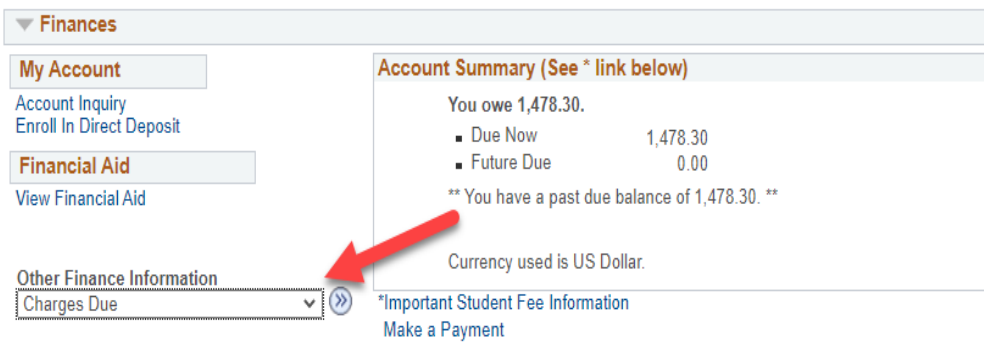
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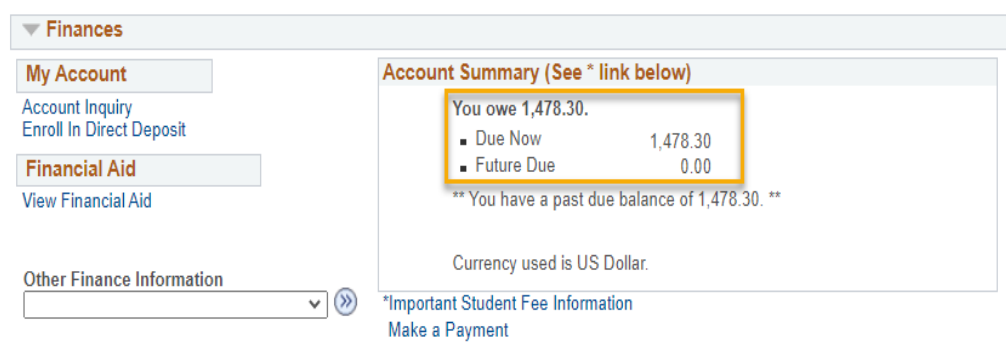
## Step 1



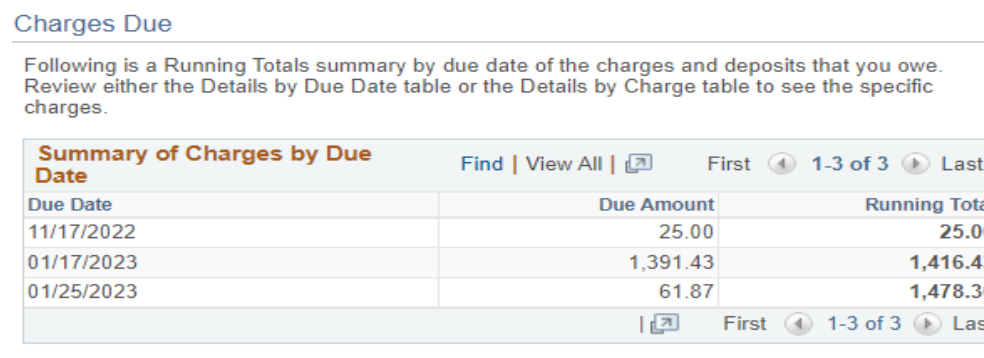
## Step 3



## Step 2



## Step 4





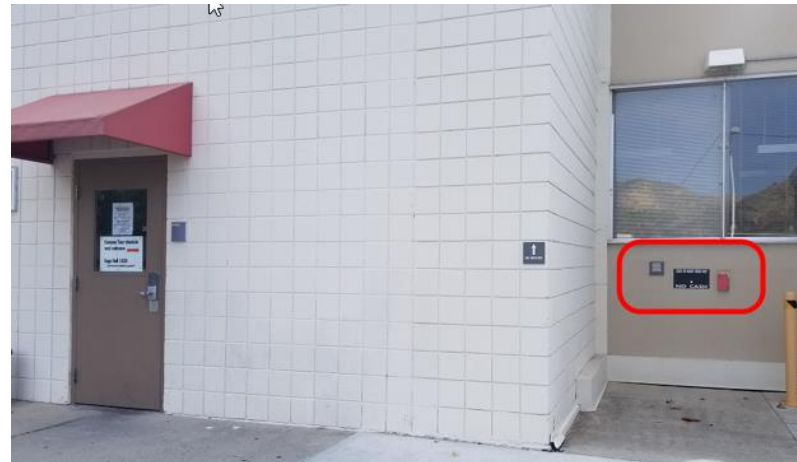
# Options for Making your Payment

## ❖ 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





# 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, August 22, 2025
Prorated refund, if complete term withdrawal is processed between	Saturday, August 23, 2025 – Wednesday, October 29, 2025
Prorated refund, if partial withdrawal (i.e. dropping from full time to part time) is processed between	Saturday, August 23, 2025 – Friday, September 12, 2025
No refund, if dropping from full-time enrollment to part-time enrollment, and processed after	Friday, September 12, 2025



# Examples of the proration of fees:



## Example 1

- ❖ Student is enrolled in 12 units and drops to 0 units on or before Thursday, August 21, 2025.
  - 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, August 27, 2025.
  - The student will be charged the part-time tuition rate of \$2,401 and an estimated \$142, 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, August 29, 2025.
  - The student will be charged an estimated \$149 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 **August 20, 2025**.
- 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 **September 15, 2025**.
- 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 1<sup>st</sup> 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.





# 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](#)

You have no outstanding charges at this time.

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

View 1098-T

»

☐ CORRECTED

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

FILER'S employer identification no.

STUDENT'S TIN

3

4 Adjustments made for a prior year

5 Scholarships or grants

6 Adjustments to scholarships or grants for a prior year

7 Checked if the amount in box 1 includes amounts for an academic period beginning January–March 2022

8 Checked if at least half-time student

9 Checked if a graduate student

10 Ins. contract reimb./refund

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.

Form 1098-T

(keep for your records)

www.irs.gov/Form1098T

Department of the Treasury - Internal Revenue Service

The logo for California State University Channel Islands, featuring a red shield with a white circle containing the letters 'CSU' and the text 'California State University' and 'CHANNEL ISLANDS' below it.

A photograph of several dolphins jumping out of the water, creating a large splash. The dolphins are dark grey and the water is a deep blue.



# Dolphin ID Card

## ➤ 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?

- ❖ New students will receive an invitation, to their myCI email address, from 'CSUCI Online Photo Submission' with instructions and a link to upload a photo.
- ❖ Once their photo is submitted and approved, the Dolphin ID card will be printed.
  - Housing student will receive their ID at housing check-in.
  - Non-Housing students will receive their ID at Orientation check-in.
- ❖ If the photo is not approved or if a student chooses not to upload a photo online, the student may visit the Student Business Services office, during regular business hours, to have their photo taken and card printed.
  - Please bring another photo ID with you, i.e. Driver's License or Passport.
- ❖ More information about the Online Photo Submission process may be found here:  
<https://www.csuci.edu/cardservices/photo-submission.htm>

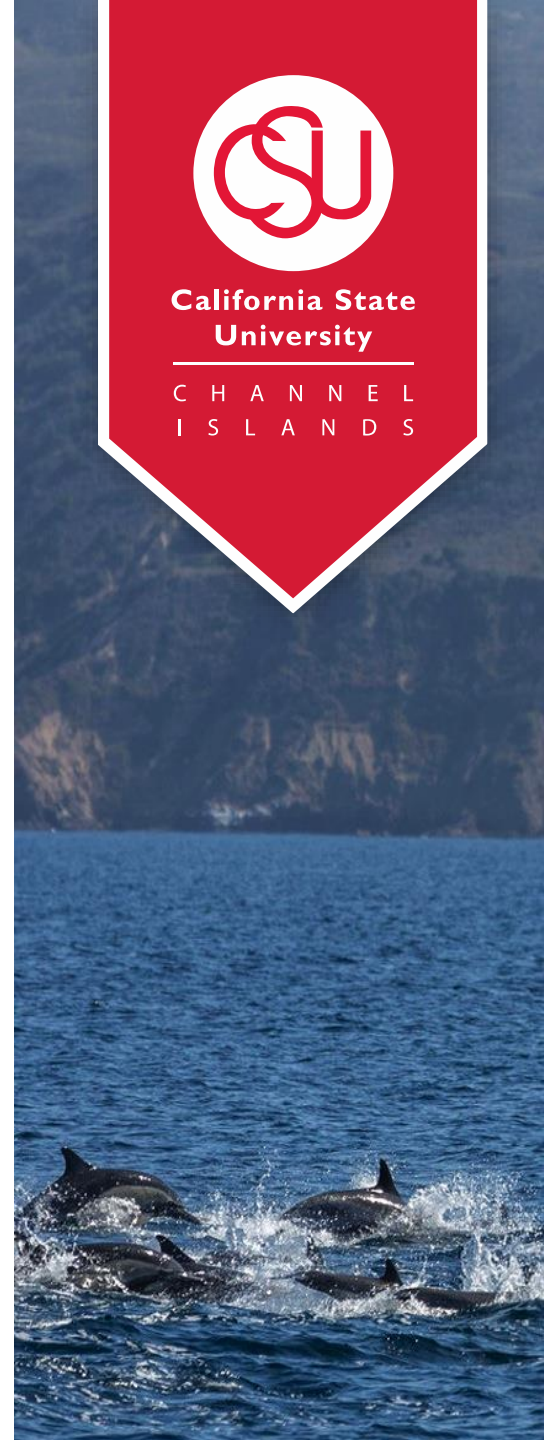




# Important Dates to Remember for Fall 2025



- ❖ Payment Deadline is **Tuesday, 8/19/2025.**
- ❖ First Financial Aid disbursement is **Thursday, 8/14/2025.**
- ❖ Financial Aid refunds begin processing **Wednesday, 8/20/2025.**
- ❖ Last day to drop classes without proration of fees is **Friday, 8/22/2025.**
- ❖ Last day to add classes using an instructor issued permission number is **Friday, 9/12/2025 by 12:00 p.m.**
- ❖ Last day to drop classes without permission is **Friday, 9/12/2025 by 12:00 p.m.**
- ❖ Out of Pocket Reimbursements begin processing **Monday, 9/12/2025.**





# Contact Student Business Services

## ❖ 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](mailto:sbs@csuci.edu)

## ❖ Resources:

- Website: [www.csuci.edu/sbs/](http://www.csuci.edu/sbs/)
  - “How to” videos and PDF
  - Important updates

**\*Valid photo ID required for in-person transactions**

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

