How Student Business Services Serves You
Key Services Provided

- Student accounts & payments
- Refunds
- 1098-T statements
- Issue Dolphin ID
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).
## 2017-2018 Tuition & Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Undergraduate 0-6 Units</th>
<th>Undergraduate 6.1 and above Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1665</td>
<td>$2871</td>
</tr>
<tr>
<td>Associated Students Fee</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>$3</td>
<td>$3</td>
</tr>
<tr>
<td>Instructionally Related Services Fee</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Materials, Service and Facilities Fee</td>
<td>$65</td>
<td>$65</td>
</tr>
<tr>
<td>Recreation and Athletics Fees</td>
<td>$70</td>
<td>$70</td>
</tr>
<tr>
<td>Student Body Center Fee</td>
<td>$162</td>
<td>$162</td>
</tr>
<tr>
<td>Student Health Service Fee</td>
<td>$95</td>
<td>$95</td>
</tr>
<tr>
<td>Student Involvement &amp; Representation Fee</td>
<td>$2</td>
<td>$2</td>
</tr>
<tr>
<td>Campus Dolphin ID card</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td><strong>Total Tuition &amp; Mandatory Fees</strong></td>
<td><strong>$2212.00</strong></td>
<td><strong>$3418.00</strong></td>
</tr>
</tbody>
</table>

*Non-California residents pay $396 per unit in addition to the fees above*

Additional lab fees may be applied according to enrollment.
Payment Basics

All balance information is communicated via your myCi: *Dolphin Email* and *CI Records*

- **No paper or electronic billing**
Proration of Fees

August 26 thru September 15

Students are charged prorated fees for dropping classes starting the 1st day of the term thru the 3rd week.

- Will not occur when swapping classes – only occurs if you drop the course and do not replace it within 3 days (as long as the drop and registration happen within 3 days of each other)

August 26 thru November 17

Students are charged prorated fees for complete withdrawals up until the 60 percent point of the term

- It is the student’s responsibility to manage his/her class schedule and any changes of program. 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).
Refunds

- All refunds are processed automatically
- Allow 4-6 weeks for processing

<table>
<thead>
<tr>
<th>You are eligible for:</th>
<th>Fall 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full refund</strong>, if all classes are dropped on or before</td>
<td>August 25</td>
</tr>
<tr>
<td><strong>Partial refund</strong>, if you paid for 6.1 or more units, but are officially registered for 6.0 or fewer units</td>
<td>by September 15</td>
</tr>
<tr>
<td><strong>No refund</strong>, if dropping from full-time enrollment to part-time enrollment if processed after</td>
<td>September 15</td>
</tr>
<tr>
<td><strong>Prorated refund</strong>, if complete withdrawal is processed between</td>
<td>August 26 - November 17</td>
</tr>
</tbody>
</table>

- It is sole responsibility of the student to withdraw from classes. Refunds can only be issued to students who withdraw from classes by the published deadlines.
Payment Deadlines

Fall 2017 Payment Due Date: **Tuesday, August 22, 2017** by 4:45 pm

*late registration payment is due following Tuesday from 1st registration date

Tuition and Fees will be posted to your myCI within 24hrs of registration
How to Meet the Payment Deadline

Your account can be paid using any of the following methods:

1. **Pay in full**

2. **Tuition Installment Payment Plan (TIPP)/Housing Installment Payment Plan (HIPP)**
   - Sign up on myCI account every semester
   - $33 non-refundable service fee for each payment plan (included with first payment)
   - **Due Dates:** August 22, September 22, October 22

3. **Third party sponsorship/waiver**
   - Priority deadline August 15, 2017
   - If partial payment, student is responsible for paying the difference by the published due date

4. **Financial Aid**
   - If aid awarded to student is not enough to cover all fees, student is responsible to pay the difference by published due date.
   - Awards recalculate with any registration changes
   - Please monitor “to do” items on your myCI account
   - Follow up with FA office for status
Making A Payment

Three options available for making payments to your account:

1. **On-line via CashNet:**
   - Electronic Check: **no fee for this option**. Funds must be readily available.
   - Credit/Debit cards: a **2.75% non-refundable merchant fee** is applied to all transactions

2. **Mailed payments:**
   - Mail early – the payment must be **received** by the due date, postdated checks will not prevent disenrollment.
   - Check or money order - please do not mail cash
   - Checks payable to CSUCI and include Student ID number

3. **In-Person at Cashier’s Office:**
   - Cash, check or money order
   - No credit cards in-person
   - Secure drop box (no cash) behind Sage Hall
Financial Aid Refunds

• Any Financial Aid received in excess of account balance will be refunded
  • **Direct deposit** – highly recommended
    available for Parent PLUS Loans (form required)
  • Paper check – may take up to 3 weeks

• Out-of-pocket payments will be “reimbursed” to the original payment source

Example – student has account balance of $3,300. Student signs up for tuition payment plan and makes first payment of $1,100 using a credit card. Financial Aid in the amount of $5,000 becomes available:

• $2,200 of aid will be used to pay off remaining account balance
• $1,100 of aid will be used to refund the Credit card payment directly to the credit card
• $1,700 of remaining aid will be refunded directly to the student or parent accordingly
1098-T Statement

• Helps students claim an education credit on their (or their parent’s) taxes

• Verify social security number or tax ID number
FERPA

The Family Education Rights and Privacy Act (FERPA) prohibits Student Business Services from discussing account balance information with anyone other than you, without first receiving written consent.

- Student is responsible for communicating the deadlines
- Create a Parent PIN to allow others to make payments on your behalf
- Sign a FERPA release form (every academic year)
Dolphin Card

• $15 fee included in tuition and fees
• ID card required (CA issued ID, High School ID, Passport)
• Cards will be available for pick-up as of August 23rd. Housing students will receive their card during move-in
• Get your picture taken during check-out 4:10 – 6:00pm in Santa Rosa Village or SBS office after July 6th
Sage Hall, Enrollment Center

Monday – Friday
Office hours: 8:30 – 4:45pm
Email: sbs@csuci.edu
Phone #: (805) 437-8810
Website: www.csuci.edu/sbs/

Mailing address:
One University Drive
Camarillo, CA 93012
Attn: Student Business Services

*Valid photo ID required for in-person transactions*
Resources:

- SBS website
- Tuition & Fee Information
- Tutorials (video & PDF)
- Payment Deadlines

Social Media:
- Facebook: “CI Student Business Services”
- Twitter: CI_SBS