Fall 2009
Resident Installment Payment Plan and Non-Resident Tuition
Installment payment Plan

DEADLINE TO REGISTER FOR THE PAYMENT PLAN IS AUGUST 21, 2009

TERMS AND CONDITIONS

The Installment Payment Plan (IPP) is a short-term educational loan designed to give students an opportunity to pay their fees and tuition over an extended period of time. Students who are in good financial standing may take advantage of and apply for this assistance. Students may elect to use IPP whether or not they qualify for financial aid. Students who owe the university money or have a history of payment difficulty may be denied IPP. The Installment Payment Plan is only for the State University Fee (California Resident) and Non-Resident Tuition. Required course fees (distance fee, piano usage fee, evaluation fee, orientation fee, book fee) for specified majors are not available for the Installment Payment Plan.

HOW/WHEN TO APPLY

Students 18 years of age and over should apply for the IPP through the Student Portal. Students under 18 years of age should complete the paper application, sign it (both student and the parent's signature), and submit the IPP application to Student Financial Services (UH 180).

IPP paper applications should be received before you register. This will result in the correct amount due being given to you on TITAN Online whether registering over the web or by phone should you wish to pay by credit card. To ensure proper crediting of payment, make sure that your name, Student ID Number, and the letters ‘IPP’ appear on the face of the check used for payment.

Submit the completed IPP application and payment to:

California State University, Fullerton
Student Financial Services, UH-180
P.O. Box 6808
Fullerton, CA 92834-6808

Make checks payable to: CSU Fullerton

DROP Box: Window #10, UH 180 (accessible 24 hours a day)

Steps to follow for proper payment of fees for the Installment Payment Plan to secure your classes:

Titan I Registration (Payment due within three days of Registration.)
Titan II Registration (Payment due immediately on the same day of Registration.)

A) Register for your courses,

B) Apply for IPP online through the Student Portal and get immediate approval.

C) California Resident students – must pay $318.00 for the first payment.

D) Non-resident and International students – must pay the entire basic registration fees for the first payment.

PLEASE NOTE: Prior to exiting the system, you should print your IPP payment deadline and amount and save the printout for your records.

MAKING PAYMENTS

The first payment is due at the time of registration (by the appointment due date given to you during TITAN I Registration). Disregarding this deadline may result in your classes being dropped for nonpayment. All payments must be received by 5:00 pm in the Office of Student Financial Services (UH 180) to be considered ‘on time’. Holiday, weekends, postmarks, and delay in Post Office delivery are not considered. You are responsible for payments by the due date even if you do not receive a bill.

Payment Procedure -- Pay online through the Student Portal using online checks from your checking or savings account, Visa, MasterCard, American Express, Discover, or Titan Card. Student ID# and Personal Identification Number (PIN) must be available for payments through Titan Online.

WEB: Student Portal
Monday through Friday 6:00 AM to Midnight
Saturday 2:00 AM – through – Sunday 9:00 PM

You will receive an email confirmation of all credit card payments made on the web. If you do not receive a confirmation of your credit card payment within two days, your transaction payment may not have been processed. If this happens, contact Students Financial Services at SFS@fullerton.edu.

PLEASE NOTE:

Your email address must be current! You are responsible for maintaining a current email address. If you have a preferred email address other than your campus-assigned address, you must designate your preferred address by going to the Student Portal.

Effective May 29, 2009 a non-refundable convenience fee of 2.9% will be added to all credit payments made via the Student Portal.

LATE PAYMENT AND CANCELLATION
Each late payment made will be assessed a $20 late IPP payment fee. A hold will also be applied to your student account disallowing transcript requests, and future registration.

FINANCIAL AID STUDENTS

Financial aid students using IPP are still required to make payments on the installment payment due date even though you are awaiting disbursement of any financial aid (grants, scholarships, loans, etc.) and your ‘Current due’ on your account equals zero. Payments not received by the stated due date will be assessed a $20 IPP late fee per installment.

ACCOUNT BALANCE

If you are not sure how much your current due balance is, or you want to check to see if a payment has been received and applied to your account, you have several sources for finding that information:

Web: Student Portal
Email: sfs@fullerton.edu
Phone: (657) 278-2495
In-Person: Student Financial Service (UH 180) – inside the lobby

PAYING IN ADVANCE

Any portion of a payment that is in excess of the amount of the IPP installment due will be applied to other current debts or future installments. Refunds of any type will not be issued until all charges are paid in full.

ACADEMIC ENROLLMENT CHANGE

Students using IPP who withdraw during the term may be eligible for a refund in accordance with the campus refund policy (the IPP $33 processing fee and 15% non-resident service charge are nonrefundable).

CALIFORNIA RESIDENT STUDENT
INSTALLMENT PAYMENT PLAN APPLICATION/AGREEMENT

NONREFUNDABLE PROCESSING FEE ($33.00)

A processing fee of $33 per semester for California resident students is charged to offset the administrative costs of the plan. This processing fee is nonrefundable, even if students are denied the plan, later withdraw from the plan or receive financial aid, or do not attend CSUF. At the time you accept enrollment in the IPP, an initial payment is due ($318). The processing fee is assessed on the second payment.
**Due Date** | Fee Type | Undergraduate | Credential | Graduate  
---|---|---|---|---
| | 0 – 6 Units | 7 + Units | 0 – 6 Units | 7 + Units | 0 – 6 Units | 7 + Units |

**Payment #1**
- **TITAN I**
  - Due 3 Days after Registration  
  - Campus Based Fees
  - 318.00

**Payment #2**
- 8/21/2009
  - IPP Processing Fee
  - 1/3 State University Fee
  - 389.00

**Payment #3**
- 9/21/2009
  - 1/3 State University Fee
  - 389.00

**Payment #4**
- 10/22/2009
  - 1/3 State University Fee
  - 389.00

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**Total Fees**
- Undergraduate: $1,518 $2,364
- Credential: $1,707 $2,688
- Graduate: $1,791 $2,832

**PLEASE NOTE:**

You are responsible for payments by the due date even if you do not receive a bill. If you have a ‘Current Due’ balance – it must be paid up-to-date. Payments not received by the stated due date will be assessed a $20 IPP late fee per installment.

Financial Aid students must make their payments on the IPP due dates until financial aid award is actually disbursed. Estimated financial aid award does not exempt from payments. Payments not received by the stated due date will be assessed a $20 DPP late fee per installment.

**NON-RESIDENT STUDENT TUITION**

**INSTALLMENT APPLICATION/AGREEMENT**

**NONREFUNDABLE NON-RESIDENT SERVICE CHARGE (15%)**

Title 5, Section 41901.5 of the California Code of Regulations allows non-resident students to pay non-resident tuition on an installment basis. Basic registration fees must be paid at the time of registration. A 15% nonrefundable service charge will be assessed based on the total number of units to cover the cost of handling. Installment payments are for the non-resident tuition portion only.
<table>
<thead>
<tr>
<th>Units</th>
<th>Non-Resident Tuition</th>
<th>Undergraduate Fees PLUS Non-Resident Tuition</th>
<th>Credential Fees PLUS Non-Resident Tuition</th>
<th>Graduate Fees PLUS Non-Resident Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time Fees</td>
<td>$1,485.00</td>
<td>$1,674.00</td>
<td>$1,758.00</td>
<td></td>
</tr>
<tr>
<td>PLUS # of Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>$372.00</td>
<td>$1,857.00</td>
<td>$2,046.00</td>
<td>$2,130.00</td>
</tr>
<tr>
<td>2</td>
<td>$744.00</td>
<td>$2,229.00</td>
<td>$2,418.00</td>
<td>$2,502.00</td>
</tr>
<tr>
<td>3</td>
<td>$1,116.00</td>
<td>$2,601.00</td>
<td>$2,790.00</td>
<td>$2,874.00</td>
</tr>
<tr>
<td>4</td>
<td>$1,488.00</td>
<td>$2,973.00</td>
<td>$3,162.00</td>
<td>$3,246.00</td>
</tr>
<tr>
<td>5</td>
<td>$1,860.00</td>
<td>$3,345.00</td>
<td>$3,534.00</td>
<td>$3,618.00</td>
</tr>
<tr>
<td>6</td>
<td>$2,232.00</td>
<td>$3,717.00</td>
<td>$3,906.00</td>
<td>$3,990.00</td>
</tr>
<tr>
<td>Full Time Fees</td>
<td>$2,331.00</td>
<td>$2,655.00</td>
<td>$2,799.00</td>
<td></td>
</tr>
<tr>
<td>PLUS # of Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>$2,604.00</td>
<td>$4,935.00</td>
<td>$5,259.00</td>
<td>$5,403.00</td>
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<tr>
<td>8</td>
<td>$2,976.00</td>
<td>$5,307.00</td>
<td>$5,631.00</td>
<td>$5,775.00</td>
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<tr>
<td>9</td>
<td>$3,348.00</td>
<td>$5,679.00</td>
<td>$6,003.00</td>
<td>$6,147.00</td>
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<tr>
<td>10</td>
<td>$3,720.00</td>
<td>$6,051.00</td>
<td>$6,375.00</td>
<td>$6,519.00</td>
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<tr>
<td>11</td>
<td>$4,092.00</td>
<td>$6,423.00</td>
<td>$6,747.00</td>
<td>$6,891.00</td>
</tr>
<tr>
<td>12</td>
<td>$4,464.00</td>
<td>$6,795.00</td>
<td>$7,119.00</td>
<td>$7,263.00</td>
</tr>
<tr>
<td>13</td>
<td>$4,836.00</td>
<td>$7,167.00</td>
<td>$7,491.00</td>
<td>$7,635.00</td>
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<tr>
<td>14</td>
<td>$5,208.00</td>
<td>$7,539.00</td>
<td>$7,863.00</td>
<td>$8,007.00</td>
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<tr>
<td>15</td>
<td>$5,580.00</td>
<td>$7,911.00</td>
<td>$8,235.00</td>
<td>$8,379.00</td>
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<tr>
<td>16</td>
<td>$5,952.00</td>
<td>$8,283.00</td>
<td>$8,607.00</td>
<td>$8,751.00</td>
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<tr>
<td>17</td>
<td>$6,324.00</td>
<td>$8,655.00</td>
<td>$8,979.00</td>
<td>$9,123.00</td>
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<tr>
<td>18</td>
<td>$6,969.00</td>
<td>$9,027.00</td>
<td>$9,351.00</td>
<td>$9,495.00</td>
</tr>
</tbody>
</table>
The 15% (nonrefundable) initial service charge will be calculated based on the total number of units enrolled in during TITAN I and/or TITAN II; and will be charged equally on the second, third, and fourth payments. If additional units are added after your initial registration, an additional 15% per unit processing fee will be added for each additional unit and will be reflected in subsequent payments.

Failure to make installment payments by the due date will result in your account being assessed a $20 IPP late fee (per installment paid after the due date) and a hold will also be placed on your student account disallowing transcript requests and future registration. You are responsible for making payments by the posted due dates even if you do not receive a bill. If you have any questions or problems, please contact the Office of Student Financial Services by sending us an email to sfs@fullerton.edu or by calling (657) 278-2495.

PAYMENT DUE DATES AND AMOUNTS

Amounts due for non-resident tuition depend upon how many credits the student is taking at CSUF. Each student can determine the payment due by using the following formula:

$372 \times \text{units taken} = \text{Total Non-Resident tuition.}$

The initial service charge amount is computed as follows:

$\text{Full Basic Registration Fees} = (\text{Total Number of Units enrolled based on the 1st day of class} \times 372.00) \times (15\%)$

<table>
<thead>
<tr>
<th>1st Pmt Due at the time of registration</th>
<th>Full Basic Registration Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Pmt Due 08-21-09</td>
<td>($\text{# of units} \times 372 \times 1/3) + (15% \text{ Service Charge} \times 1/3)</td>
</tr>
<tr>
<td>3rd Pmt Due 09-21-09</td>
<td>($\text{# of units} \times 372 \times 1/3) + (15% \text{ Service Charge} \times 1/3)</td>
</tr>
<tr>
<td>4th Pmt Due 10-22-09</td>
<td>($\text{# of units} \times 372 \times 1/3) + (15% \text{ Service Charge} \times 1/3)</td>
</tr>
</tbody>
</table>

Example of Calculation for 15% Service Charge:

<table>
<thead>
<tr>
<th>Total number of units enrolled as of the 1st day of class</th>
<th>15% Service Charge</th>
<th>$372 \times 12 \text{ units} = 4,464.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,464.00 \times 15% = 669.60$ based on 12 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$223.20 (15% \text{ Service Charge} \times 1/3)$ + $1,488.00 (372 \times 1/3)$</td>
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September 21 - 3rd installment Payment Due including 1/3 of the 15% service charge.

$ 223.20 (15% Service Charge x 1/3)  
+ 1,488.00 ($ 4,464 x 1/3)  
= $1,711.20 (based on 12 units)

October 22 - 4th installment Payment Due including 1/3 of the 15% service charge.

$ 223.20 (15% Service Charge x 1/3)  
+ 1,488.00 ($ 4,464 x 1/3)  
= $1,711.20 (based on 12 units)

PLEASE NOTE: Failure to pay non-resident tuition and the service charge by the ‘Current’ due date will be assessed a $20 DPP late fee (per installment).