



One Stop Enrollment and Financial Services
 2130 Fulton Street
 San Francisco, CA 94117-1080
 phone (415) 422-2020
 fax (415)422-6084
 e-mail onestop@usfca.edu

PAYMENT PLAN

Student/Plan Participant Information			
Student ID#	Name (Last, First, Middle Initial)	Phone (day)	(evening)
Payment Plan Participant's Name (Last, First, Middle Initial)		Payment Plan Participant's Relationship to Student	
Billing Address (#, Street, City, State, Zip)			

Plan Type	Payment Due Dates		
	Summer	Fall	Spring
<input type="checkbox"/> Summer 4-Month Payment Plan	May 1 st June 1 st July 1 st August 1 st	September 1 st October 1 st November 1 st December 1st	January 1st February 1st March 1 st April 1st
<input type="checkbox"/> Fall 4-Month Payment Plan			
<input type="checkbox"/> Spring 4-Month Payment Plan			

Calculation of Monthly Payments			
Please Note: Refer to section F of the Payment Plan Worksheet:		Office Use Only	
		Date	Date
1. Total Tuition	\$	\$	\$
2. Total Room	\$	\$	\$
3. Total Board	\$	\$	\$
4. Total Mandatory Fees	\$	\$	\$
5. Total Charges & Fees	\$	\$	\$
6. Total Financial Aid	\$	\$	\$
7. Amount to be Budgeted	\$	\$	\$
8. Monthly Payment	\$	\$	\$

Plan Participant's SignatureDate

Please return original copy of this form and worksheet to One Stop/Student Accounts. Retain a copy for your records.

Office Use Only	
Staff Signature:	_____
Date	_____
Received:	_____
Date Mailed:	_____

PAYMENT PLAN INFORMATION

AVAILABILITY The Payment Plan is available to all student for the Fall, Spring, and/or summer. Students with owing balances from a previous semester and/or a history of delinquent payments are not eligible to enroll in the 4-month Payment Plan. Payment in full is required.

ENROLLMENT FEES of \$50.00 per semester are required to participate in the Payment Plan and are nonrefundable.

PAYMENTS are due on the first calendar day of each month. Payments received after the first of the month are considered late. For any payment received after the fifth calendar day of the month a late fee of \$25.00 will be charged. Postmark dates will not be reviewed in the determination of a late payment. Two late payments will prohibit future enrollment in the Payment Plan.

CALCULATION OF MONTHLY PAYMENTS is made by using the calculation format provided on the Payment Plan worksheet (available online by clicking on the Student Accounts link at www.usfca.edu/onestop.) An online payment calculator is also available. The Plan Participant is responsible for notifying the Office of Student Accounts of any changes in enrollment, financial aid, and/or room and board charges.

HOUSING Enrollment in the Payment Plan does not guarantee housing in the University Residence Halls. To apply for housing, students must submit a Housing License Agreement and a \$3000 prepayment to the Office of Residence Life. For more information contact the Office of Residence Life at (415) 422-6824 or visit their website at http://usfca.edu/residence_life.

PAYMENT ADDRESS Payment should be mailed to

University of San Francisco
File #72516
P.O. Box 60000
San Francisco, CA 94160-2516

Please make checks payable to the University of San Francisco. Be sure to indicate the student's name and identification number on the check.

CORRESPONDENCE For questions regarding the Payment Plan, contact One Stop Enrollment and Financial Services and/or Student Accounts:

University of San Francisco
Student Accounts
2130 Fulton Street
San Francisco, CA 94117-1080

Phone: (415) 422-2020
Fax: (415) 422-2995
Email: onestop@usfca.edu

ACCEPTED METHODS OF PAYMENT

Cash payments (in person only at the University Cashier) The University Cashier is located in Business & Finance.

Online Checks (also known as electronic checks or e-checks)

Personal Checks (Postdated checks are NOT accepted.)

Money orders and bank checks

Checks should be made payable to the University of San Francisco and must reflect the student identification number to ensure proper posting. The University may record the student identification number on any checks processed.

Credit Cards (MasterCard, Discover & American Express)

Available only on-line through QuikPAY, a third-party processor; **subject to a 2.75% Service Charge** of the payment amount.

For more payment information is available online by clicking on the Student Accounts link at www.usfca.edu/onestop.

ACCELERATION OF ACCOUNTS may occur if any payment is delinquent 30 days or more. If an account is accelerated, the entire semester's balance will become due and payable. If this action is taken, the following may occur:

- 1) Enrollment in the Payment Plan will be cancelled for the remainder of the semester;
- 2) Student's current registration will be suspended and any provisional registration will be cancelled;
- 3) University services will be withheld (i.e. grades, transcripts and other University services);
- 4) Future enrollment in the Payment Plan will be prohibited; and,
- 5) The University may also retain the services of a collection agency and may report delinquent balances to credit reporting agencies.

RETURNED PAYMENTS are subject to the University's policy as outlined in the University Catalog and/or applicable class schedule. Also, refer to ACCELERATION OF ACCOUNTS above. Payment, in certified funds is required for the amount of the returned item plus the following fees:

Re-registration Fee \$75.00
Deferment Fee 75.00
Returned Payment Fee 25.00