



One Stop Enrollment and Financial Services Information Sheet

Lone Mountain 251
Monday - Thursday 8:30 - 6:00; Friday 8:30 - 5:00
www.usfca.edu/onestop

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 Options

The payment options described below refer to the balance that you are required to pay the University of San Francisco after all eligible financial aid has been deducted from your semester charges (tuition, housing charges and fees).

Payment in Full

If you choose to pay in full, the following are the payment due dates for each semester:

Summer: May 1st
Fall: August 1st
Spring: January 2nd

Students registering after payment due date for the semester must come prepared to pay at the time of registration all tuition, housing charges, and fees (less the sum of any University of San Francisco administered loans, grants or scholarships) or enroll in the payment plan.

Payment Plan

This plan provides you with the option of paying in monthly payments. The payment plan is available for the Summer, Fall and Spring Semesters.

Payment Due Dates:

Summer - May 1st through July 1st
Fall - September 1st through December 1st
Spring - January 1st through April 1st

Payments received after the fifth calendar day of the month will be charged a \$25.00 late fee. Postmark dates will not be considered.

Enrollment in the Payment Plan is available online at www.usfca.edu/onestop A \$50.00 enrollment fee will be charged upon enrollment.

If payment is NOT received, in full, by payment due date or at time of registration and you have not enrolled in the payment plan, a \$50 non-payment fee will be charged to your account. A \$25 late fee will be charged monthly for outstanding balances.

Third-Party Billing

USF offers third-party billing, or Special Billing, to students whose employers or other outside agency will pay their tuition and/or fees and expenses upon billing at University Census Date.

Students whose company or agency reimburses them directly are NOT eligible for Special Billing. Payments contingent upon completion of class or grade posting are also not eligible for special billing. Students must submit vouchers/authorizations to the One Stop Office no later than the payment due date for each semester. If a voucher/authorization letter is not received, you must remit payment on the scheduled payment due date(s).

Voucher/Letter of Authorization should include the following:

1. Applicable semesters for which billing will apply;
2. Limits of billing (tuition, fees, books, etc.);
3. Contact person (with phone number); and,
4. Billing name and address of employer/agency.

Financial Aid

If you plan to finance your education with financial aid, you must complete a Free Application for Federal Student Aid (FAFSA) which is available on-line at www.fafsa.ed.gov. To be eligible for loans, students must be registered at least half-time in the applicable semester.

Alternative Financing

Many students and parents use private student loans as another resource to help fund educational costs. Most private loan programs require a creditworthy co-signer.

For more information on financial aid, the alternative financing program, or a list of lenders, contact the One Stop Office at (415) 422-2020.

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.

ebill & pay

With ebill & epay, USF's Online Billing & Payment System, students can view and pay bills online, access billing and payment history, download and print a copy of a bill to send check payment through U.S. mail, and set-up authorized payers to view and pay bills online.

For login instructions, visit www.usfca.edu/onestop.

Bank Wire Transfers

Funds, in U.S. Dollars, can be wired directly to:

University of San Francisco

Bank of America

315 Montgomery Street, 13th Floor

San Francisco, CA 94104

Routing/ABA Transit Number: 0260-0959-3

Account Number: 14993-12919

Swift # BOFAUS3N

Memorandum: <student name> <student id>

International Bank Drafts

Drafts should be payable to the University of San Francisco, through a major bank in the United States in U.S. Dollars. Student name and student identification number should be typed on the face of the check to ensure proper posting.

Payment Mailing Address

University of San Francisco

File No. 72516

P.O. Box 60000

San Francisco, CA 94160-2516

Federal Perkins Loan & Nursing Student Loan (NSL)

Once awarded a Federal Perkins Loan or a Nursing Student Loan, promissory notes are available to students on-line for e-signature at <http://www.signmyloan.com>. You will need your Student Financial Assistance (SFA) Pin Number, which is assigned by the Department of Education. If you filed a paper FAFSA and do not have a SFA Pin Number, you may request a pin at <http://www.pin.ed.gov>. Promissory notes must be signed by the University Census date. Federal Perkins Loan and NSL awards will be cancelled for students who fail to sign promissory notes by Census Date. (See current Academic Calendar for actual dates.)

Once you graduate, leave school or drop below half-time, you will need to contact the Student Accounts Office for an exit interview (in addition the Office of Financial Aid's exit interview). For more information, please contact Student Accounts at (415) 422-2574.

Tuition Remission

Employees who have early registered must submit a completed tuition remission application to the Office of Human Resources before payment due date to avoid the assessment of late fees. For more information, contact the Office of Human Resources at (415) 422-6707.

Refund Policy

Overpayments

If you overpaid your account, you may be entitled to a refund. Refunds may be requested in person or in writing to Student Accounts. Payments made in any part by a credit card will be refunded as a "credit back" transaction to the credit card used for payment.

Please Note: Refund checks are available seven (7) working days from the date the request is processed. Refunds as a result of an overpayment from a personal check may take up to fifteen (15) working days to process.

Refund of Federal Title IV Funds

Federal Title IV funds (Federal Student and Parent Loans, Federal Pell Grants and Federal SEO Grants) will be used to pay, in full, all federally "allowable" charges (tuition, fees, room and board) for the current semester.

The application of these funds will supercede all University payment plans and contracts. Federal law states that any funds over and above allowable charges for the current semester must be refunded to the student within 14 days.

Please complete a Credit Balance Refund Authorization Form to indicate your choice of refund method. Forms are available on-line at www.usfca.edu/onestop. We recommend direct deposit of excess funds as the most efficient method of refund.

If any refund is a result from both a credit card payment AND the application of Federal Title IV funds, the student will be refunded through a "credit back" transaction up to the amount of the credit card charge.

Refund of Tuition Charges

Tuition is refunded at 100% until the University Census date. No refunds of tuition will be made after University Census date. Exceptions to the refund policy may be granted by the student's academic dean. Generally refunds of tuition after census date are made only in those cases where events affecting enrollment are nonrecurring, catastrophic or life-threatening and beyond the student's control. Documentation will be required.

Private insurance may be purchased from Dewar, Inc. to cover incurred costs in the event of unforeseen withdrawal. A mailing is made in July to eligible students.

Refund of Housing and Meal Plan Charges

This policy applies to students who withdraw from USF or take a leave of absence during a semester.

A prorated refund will be based on the date that the student has formally moved out of their room, less the \$300.00 Housing Pre-Payment, and less any damages to the room the student is responsible for. Unused meal Plan charges will be refunded based on the unused portion of the plan amount.

Other Important Policies

Payments

At the time a student formally registers for classes, the student agrees to:

- Assume financial responsibility for any charges and/or fees posted to his/her account.
- Assume the responsibility for understanding USF's official policies concerning schedule changes and satisfactory academic progress. It is the student's responsibility to understand how these changes can affect his/her financial situation with regard to financial aid eligibility.

Late Payments

USF may impose late fees and/or deferment fees on outstanding balances. USF reserves the right to recover all costs involved with collection and/or litigation of delinquent accounts. If an account must be sent to collection or litigation, due to nonpayment of the outstanding balance, USF reserves the right to demand payment in full for subsequent semesters of enrollment, prior to the beginning of each semester. USF is a non-profit institution and, as such, student receivable accounts are considered to be educational loans offered for the sole purpose of financing an education and are non-dischargeable in bankruptcy proceedings.

Clearing Your Past Due Balance

All prior semester charges must be paid in full by the Semester Payment Due Date to avoid cancellation of your current registration.

Students who have an unpaid balance with USF may not register for subsequent semesters, receive transcripts of academic credit, or their diplomas.

Returned Payment Policy

If your payment is returned for any reason, you are required to submit re-payment in certified funds. The following fees in addition to the amount of the check may be required:

Re-Registration fee	75.00
Deferment fee	75.00
Returned Transaction fee	25.00

Check Writing privileges will be revoked for any account with excessive returned check activity (2 or more returned checks issued to the University.)

Customized Statements of Account

In addition to the online bill history in ebill & epay, a current account summary is available online on Web for Students via USFconnect at <http://connect.usfca.edu>. Students requesting a customized statement will be charged a \$10.00 fee per request. Students requesting an account research will be charged at the rate of \$25.00 per hour.