The University of San Francisco expects that students will enroll in the University’s payment plan or make payment in full of all charges before the beginning of each term. The material below provides information on payment due dates, payment procedures, student financial aid, refunds and other important policies related to your student account.

As required by the Family Education Rights and Privacy Act (FERPA), we make every effort to protect our students’ privacy. If you wish to discuss your student account information with anyone other than you, you must complete the Student Consent to Release Information online to authorize our office to share such information. Log on to myUSF, myusf.usfca.edu. Click on the Student Self Service button. Click on the Student Consent to Release Information link under Personal Information and enter the requested information.

Payment Due Dates

Payment in full of any balance or enrollment in the University’s payment plan is due on the following dates:

- **Summer:** May 1st
- **Fall:** August 1st
- **Spring & Intersession:** January 2nd

Payment Options

The payment options described below apply to the balance that you are required to pay the University of San Francisco after all eligible financial aid and deposits have been deducted from your charges for a semester, including tuition, room & board (if living on campus) and fees.

Please note that if payment is not received in full by the payment due date or you have not enrolled in the payment plan, your course registration for Fall, Spring or Summer may be cancelled.

Payment in Full

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

- **Summer:** May 1st
- **Fall:** August 1st
- **Spring & Intersession:** January 2nd

If you register after the payment due date for the semester, you must be prepared to pay the balance due at the time of registration, or you must enroll in the payment plan.

Payment Plan

The University’s payment plan is administered by Higher One, a third-party payment vendor, operating under agreement with USF.

The payment plan provides a convenient means for paying tuition, fees, and room and board (if living on campus) through regularly scheduled payments. See usfca.edu/paymentplan for information and instructions for enrolling. Please note that a $50.00 nonrefundable enrollment fee will be charged for each semester for which you enroll.

Special Billing

USF offers a special billing option to those students whose employers or other outside agency are paying their tuition, fees and, if applicable, other expenses.

If you are eligible for special billing, you must submit your vouchers/authorizations to the One Stop Office no later than the payment due date for each semester. If a voucher/authorization letter is not available by the due date, you must make your 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.
If your company or an agency pays only after you have successfully completed a class or achieved a specific minimum grade, or your company or an agency reimburses you directly, you are not eligible for special billing. You must make any payment by the scheduled due date.

Financial Aid
If you plan to pay your educational expenses with financial aid, you must complete a Free Application for Federal Student Aid (FAFSA) which is available on-line at fafsa.ed.gov. When planning your resources, please note that to be eligible for most University assistance, you must be registered full-time in each term in which you have been awarded aid, and for most Federal assistance, including Federal student loans, you must be registered at least half-time in each awarded term. For more information on applying for financial aid, visit usfca.edu/financialaid or contact the One Stop Office at (415) 422-2020.

Methods of Payment
The following is a list of available methods for making payment. For detailed information, please visit www.usfca.edu/payment.

You may make an online payment with an echeck.

To make an online payment:

Students: Log onto myUSF, click on View & Pay located under Quick Links. Click on the Make Payment located in the Your Account window and follow the instructions.

Authorized Payers: Go to usfca.edu/pay and click on the View & Pay link. Log in using the name and password supplied by the student. Click on the Make Payment located in the Your Account window and follow the instructions.

You may make a payment with a Personal Check, a Money Order or Bank Check, or with an International Bank Draft

All checks, money orders, and bank drafts should be made payable to the University of San Francisco and must include the student identification number on the face of the payment to ensure proper posting.

Checks, money orders, bank checks and international bank drafts should be mailed to: University of San Francisco P.O. Box 742427 Los Angeles, CA 90074-2427

Paying by Wire Transfer - International students should use flywire by peerTransfer to wire funds quickly and securely from any country. By using peerTransfer, you can track payments from start to finish. Support is available via live chat, email, phone, or Skype. For complete information and to send a wire transfer, go to usfca.flywire.com.

Cash Payments can only be made in person and can only be accepted by the University Cashier, located in Accounting & Business Services, Lone Mountain North, 3rd Floor.

Refund Policy
A refund will be issued to you when all charges have been paid and there is a credit balance on your student account. Generally, a refund will be generated under the following circumstances:

Overpayments
If you’ve paid more than your charges for tuition and fees you may be entitled to a refund.

Refund of Federal Title IV Funds
Federal Title IV financial aid (Federal Student and Parent Loans, Federal Pell Grants and Federal SEOG Grants) will be applied to all your allowable charges (tuition and fees) for the current semester.

The application of these funds will supersede 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.

Reversal of Tuition Charges
If you withdraw from your classes before the University’s last day to drop classes with tuition credit, your tuition charges will be reversed. No tuition charges will be reversed after the end of the business day on the applicable last day to withdraw with tuition credit. Exceptions to the policy may be granted only by the CASA for undergraduate/graduate students enrolled in Arts & Sciences or undergraduate students enrolled in the School of Management. For undergraduate students enrolled in the school of Nursing & Health Professions and all graduate students except Art & Sciences, exceptions to policy are granted by student’s academic dean. Generally, exceptions after last day to withdraw with tuition credit (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 is required.

Please note that the last day to withdraw with tuition credit may vary by course. To find what the last day to withdraw with tuition credit is for a specific course, please visit the Online Class Schedule at usfca.edu/schedules
Refund Processing and Reminders

We recommend direct deposit of a credit balance as the most efficient method for receiving your refund. To arrange for direct deposit to your checking or savings account:

- Log onto myUSF; click on the Student Self Service button.
- Click on the Student Account link and then Direct Deposit Authorization to enter the requested information.

You may update or change your direct deposit instructions at any time. Please allow 5 business days for the account to be verified. Payments made prior to verification will be processed as paper checks.

If you wish to receive a paper check, please keep your refund/check address up to date by logging on to myUSF and going to Student Self Service.

Refund checks are mailed within 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.

Please note that refund checks should be cashed promptly. Checks over 180 days old are considered stale and may be voided. Students who are Federal Title IV financial aid recipients are subject to federal regulation which requires the University to return funds to the federal program if a refund check that is the result of aid is not cashed. Once the funds are returned, the University cannot request the funds again on your behalf and you may have an obligation to repay the University for the refund that was made to you.

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

Other Important Policies

Financial Responsibility
At the time you formally register for classes, you indicate responsibility for payment of the charges for educational services, which include tuition, student health insurance, housing, meal plans, activity and transportation fees, and other University of San Francisco charges for any and all periods of enrollment at the University of San Francisco.

Terms and Conditions
1. To avoid late payment fees, tuition and other out-of-pocket expenses not covered by Financial Aid must be paid on the due dates published by the University of San Francisco prior to the first day of classes for fall and spring semesters. Other incidental charges occurring after the beginning of the semester are due and payable as described in Item #2.

2. Student will be billed for all unpaid charges on the Account. Invoices/e-bills are available online once the student registers. Students and authorized payers will receive notification of an online bill when new bills are available. For more e-bill information, please visit the website usfca.edu/tuition and click on “Payment Policies.” Students with an outstanding balance will be subject to registration cancellation, will not be allowed to register nor attend classes, receive transcripts and/or diplomas until the account has been paid in full. Any balance not paid will be assessed a late fee of one and one-half (1.5%) percent per month (minimum $5.00).

3. All deferred and unpaid balances including late fees shall be due not later than August 1st for Fall semester charges, January 1st for Spring semester charges, and May 1st for Summer charges as a condition for financial clearance to enroll in classes in subsequent sessions. Students who have not registered prior to the payment due date, are required to Pay In Full or enroll in the Payment Plan at the time of registration for all tuition, housing charges, and fees (minus loans, grants or scholarships).

4. The University of San Francisco reserves the right to refuse to apply further charges to the Student’s Account and further reserves the right to condition the Student’s enrollment upon payment in full of the Account.

Late Payments & Collections
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.

**Returned Payment Policy**
If your payment is returned for any reason, you are required to submit repayment in certified funds. You may also be required to pay the following fees:

- Returned Transaction fee $75.00
- Re-Registration fee $75.00
- Monthly Late fee 1.5% of balance

If repayment is not received in a timely manner, course registration for the semester may be cancelled.

If repayment is made with non-certified funds, account holds will not be lifted until the funds have cleared. This can take up to 14 business days.

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 View & Pay, students can request a customized statement and will be charged a $10.00 fee per request. Students requesting account research will be charged at the rate of $25.00 per hour.

**Resources and Contact Information**

**One Stop Enrollment & Financial Services**
located in Lone Mountain 251
usfca.edu/onestop
usfca.edu/onestop/vtutorials
email: onestop@usfca.edu
telephone: (415) 422-2020
fax: (415) 422-6084
hours: M, T, Th, F: 8:30am – 5:00pm
         W 8:30am – 4:00pm

**Payment Plan/Higher One**
To enroll:
www.usfca.edu/paymentplan

For customer service:
telephone: (877) 405-4937

**flywire by peerTransfer**
usfca.flywire.com
telephone: +1 (617) 207-7076 - International
telephone: (800) 346-9252

**Student Housing and Residential Education (SHaRE)**
email: share@usfca.edu
telephone: (415) 422-6824

**Health Promotion Services**
usfca.edu/hps
e-mail: hps@usfca.edu
telephone: (415) 422-5797