

Bursar's Office

Dear Student,

Our records indicate you have paid your Fall 2009 tuition fees based on the old tuition fee amounts, before the increase approved by the CSU Board of Trustees went into effect on July 21, 2009. If you have already paid the fee increase in-person or online, then thank you for taking care of this matter in a timely manner.

The fee increase must be paid before Final Priority Registration (FPR) (August 3-14) for you to be able to enroll in classes for Fall 2009. If you do not pay the fee increase before the Final Priority Registration period, you will have a financial hold on your account and will not be able to add or drop classes.

Please refer to the chart below to determine the additional amount you will need to pay before the Final Priority Registration period:

- The CSU Board of Trustees at its July 21, 2009 meeting approved an additional 20% increase to the State University Fee for undergraduate, graduate, and credential students, effective with the Fall 2009 semester.

Fall 2009 FEE INCREASE DIFFERENCE¹

		Undergraduate		Credential		Graduate		MBA/MSBA ²
	Part-time 0-6.0 Units	Full-time 6.1+ Units	Part-time 0-6.0 Units	Full-time 6.1+ Units	Part-time 0-6.0 Units	Full-time 6.1+ Units	Part-time 0-6.0 Units	Full-time 6.1+ Units
Fee Increase	\$195	\$336	\$228	\$390	\$240	\$414	\$240	\$414

¹This is in addition to the fee increase approved by the Board of Trustees on May 13, 2009.

²MBA/MSBA must also pay an additional \$210/unit Professional Fee that was approved by the Board of Trustees on May 13, 2009.

- The Board of Trustees also approved an increase in the nonresident tuition from \$339 to \$372 per unit that is effective with the Fall 2009 semester.

Note: Fee increases must be paid before your Final Priority Registration date for you to be eligible to enroll in classes for Fall 2009 on your assigned registration date. To avoid being assessed a \$20 administrative fee, the payment must be applied to your account before August 25, 2009. To see your registration date, go to www.sfsu.edu/student and click on Registration Time.

Bursar's Office

Students on Installment Plans

Students that are on the University installment plan need to pay the difference between the revised first installment payment and your original first installment payment. If not paid before the priority registration period, then you will have a financial hold on your account, which will result in you not being able to register for classes. If you have any questions regarding the amount you must pay, then please contact the Bursar's Office at 415-338-1281 or speak to a representative in-person at the Bursar's Office.

There are three options available to students for paying the additional fee amount:

1. Online with credit card (MasterCard, American Express, and Discover) or electronic check. The third-party vendor contracted by SF State charges a convenience fee of 2.5% for credit card transactions or \$0.50 for electronic check transactions. The convenience fee will be added to the total payment amount.

- a. To pay online go to the Bursar's Office website at:
<http://www.sfsu.edu/~bursar/>

Using the menu options on the left-hand side select "Web Payment: Using Credit Card and e-Checks" or

- <https://www.eposasp.com/ebpp/validate.aspx?customer=68>

- b. Login and select "Additional Fees"

- c. From the pull-down menu select whether you are paying only the second fee increase (if you already paid the first increase) or both increases (if you have not paid any of the fee increases). Please make sure to select your correct class level otherwise you may have a financial hold on your account which may result in you not being able to register for classes during the Priority Registration period.

If you have any questions regarding the online payment system please contact the Bursar's Office at 415-338-1281.

2. **Mail** a check to the Bursar's Office

- a. Address envelope to:

San Francisco State University
Attn: Bursar's Office
1600 Holloway Avenue ADM-155
San Francisco, CA 94132

- b. Make the check payable to SF State

- c. Write your SF State ID number on the front of the check

- d. Include a telephone number so we can contact you if we have any questions

3. **In-person** with cash or check at either Bursar's Office on campus:

One Stop Student Services Center

Student Services Building, First Floor, Room 102



1600 Holloway Avenue
San Francisco, CA 94132

415 338-1281

Bursar's Office

Monday, Tuesday	8:30am - 5:30pm
Wednesday, Thursday	8:30am - 5:00pm
Friday	8:30am - 4:30pm

or

Administration Building, First Floor, Room 155

Monday - Thursday	8:30am - 5:00pm
Friday	8:30am - 4:30pm

Financial Aid Recipients

Students receiving Financial Aid should contact the Office of Financial Aid to determine if they are receiving sufficient aid to cover all registration and tuition fees due to the increase of fees. If the Financial Aid award is not sufficient to pay for fees, it is the student's responsibility to have the fees paid in full before the first day of the instruction for the Fall 2009 semester. A \$20 administrative fee is charged if fees are not paid by the deadline.

Please **do not** reply to this email, but instead contact the Bursar's Office at 415-338-1281 or by email at bursar@sfsu.edu for any questions concerning fee payments.

Sincerely,

Bursar's Office

San Francisco State University