

NONRESIDENT INSTALLMENT AGREEMENT SAN FRANCISCO STATE UNIVERSITY BURSAR'S OFFICE, ADM 155/STUDENT SERVICES BLDG. ROOM 103

NAME: _____, _____ (LAST) (FIRST) (MI)

SF State ID #: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

Undergraduate Credential Graduate

OF UNITS: _____

Note: All OUT-OF-STATE and INTERNATIONAL¹ students who are eligible to enroll may use the Installment Plan, except students with financial aid deferments, approved waivers or subsidies, or students who defaulted on their Installment Plan agreement in the previous semester. Past due obligations must be paid on, before, or with the first installment payment. **The CSU makes every effort to keep student costs to a minimum. Tuition fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial tuition fee payments are made, to increase or modify any listed tuition fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed tuition fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees and/or the Campus.**

This is to certify that I have read and agreed to the provisions outlined here and on page 2. I further agree to pay the tuition and registration fees and one-third of the Nonresident Tuition Fee (and any late registration and/or administrative fees) at the time of registration, and the remaining nonresident tuition fee according to the following estimated schedule along with a non-refundable service charge of 15% on the second and third installments:

Undergraduate		
SPRING 2012	0-6 Units	6.1+Units
1st Payment – at priority fee payment deadline or no later than Feb. 17, 2012.		
Tuition Fee	\$1,587.00	\$2,736.00
Local Fees	\$402.00	\$402.00
Total Tuition and Registration Fees	\$1,989.00	\$3,138.00
Plus:	\$124/unit	\$124/unit
2nd Payment (February 3, 2012)	*	*
3rd Payment (March 2, 2012)	*	*

I understand payment is my responsibility and I will not receive subsequent notifications from the University.

Student Signature _____ Date _____

Notes:

- ¹ International students may opt for the international student installment plan. Applications and information are available at the Office of International Programs.
- ² Graduate students in approved programs will be charged a Graduate Program Fee based on 0 to 6.0 units or 6.1+ units.
- ³ Graduate students in the College of Business will be charged a Professional Program Fee at a rate of \$254 per semester unit.

Credential		
SPRING 2012	0-6 Units	6.1+ Units
1st Payment – at priority fee payment deadline or no later than Feb. 17, 2012.		
Tuition Fee	\$1,842.00	\$3,174.00
Local Fees	\$402.00	\$402.00
Total Tuition and Registration Fees	\$2,244.00	\$3,576.00
Plus:	\$124/unit	\$124/unit
2nd Payment (February 3, 2012)	*	*
3rd Payment (March 2, 2012)	*	*

Graduate Students (with Program Fees)		
SPRING 2012	0-6 Units	6.1+ Units
1st Payment – at priority fee payment deadline or no later than Feb. 17, 2012.		
Tuition Fee	\$1,953.00	\$3,369.00
Local Fees	\$402.00	\$402.00
Graduate Program Fee ²	*	*
Professional Program Fee ³	\$254/unit	\$254/unit
1st Payment (excluding Program Fees & Prof. Program Fee, but must be paid with 1 st installment payment)	\$2,355.00	\$3,771.00
Plus:	\$124/unit	\$124/unit
2nd Payment (February 3, 2012)	*	*
3rd Payment (March 2, 2012)	*	*

Graduate		
SPRING 2012	0-6 Units	6.1+ Units
1st Payment – at priority fee payment deadline or no later than Feb. 17, 2012.		
Tuition Fee	\$1,953.00	\$3,369.00
Local Fees	\$402.00	\$402.00
Total Tuition and Registration Fees	\$2,355.00	\$3,771.00
Plus:	\$124/unit	\$124/unit
2nd Payment (February 3, 2012)	*	*
3rd Payment (March 2, 2012)	*	*

Doctoral Students (Educ. Leadership Ed.D.)		
SPRING 2012	0-6 Units	6.1+ Units
1st Payment – at priority fee payment deadline or no later than Feb. 17, 2012.		
Tuition Fee	\$5,250.00	\$5,250.00
Local Fees	\$402.00	\$402.00
Total Tuition and Registration Fees	\$5,652.00	\$5,652.00
Plus:	\$124/unit	\$124/unit
2nd Payment (February 3, 2012)	*	*
3rd Payment (March 2, 2012)	*	*

Bursar's Office use (921): 11/1/2011

NONRESIDENT INSTALLMENT AGREEMENT SPRING 2012

This agreement is subject to the following provisions:

1. I understand I will not be invoiced and payments including the 15% service fee must be received by the Bursar's Office on or before the due date.
2. Failure to pay any nonresident tuition fee installment, plus service charge, on the scheduled due date will result in a non-refundable \$20.00 administrative fee.
3. Only checks or cash are accepted in person at the Bursar's Office. If student wants to pay by credit card (MasterCard, American Express, and Discover) or electronic check for the 2nd and 3rd installments, student will need to contact the Bursar's Office to setup payment before the due date. Please note that credit card or electronic check payments will result in a convenience fee charged by the online payment processor.
4. I must notify the Bursar's Office immediately of changes in unit load, address, telephone number, or email address.
5. I understand that I will not be eligible to participate in the installment plan in a subsequent semester if (a) I failed to make payments by the due dates more than once in the previous semester and/or (b) I failed to make payments by the due dates more than once in the current semester and/or (c) I had any checks returned by the bank due to non-payment.
6. The university may hold my records and I will be responsible for any legal costs incurred in collecting any unpaid fees, along with any applicable service charge. I understand that any amount owed to the University may be reported to the Franchise Tax Board for offset against tax refunds and/or from any state lottery winnings.
7. If total nonresident tuition fee is paid on or before the second scheduled payment due date, I understand that I must still pay the 15% service charge on an amount equal to one installment.
8. If the second installment is paid as scheduled, along with the service charge, and the remaining nonresident tuition fee balance is paid after the second payment due date, then the amount of service charge is based on the scheduled number of units installed.
9. If a student withdraws from classes before the first day of instruction but after registering in classes then a 15% service charge on an amount equal to one installment will be assessed and deducted from any processed refund. Please refer to the schedule below.
10. Charges for units dropped or withdrawal from classes are based on the Title V refund schedule; (For refund information, please go to our website at: www.sfsu.edu/~bursar)

Period/Dates:	Obligated Amount	Percent of Refund*
On or before January 20, 2012	\$0.00	100%
January 23, 2012 through Feb. 3, 2012	Pro-rata	
February 4, 2011 and thereafter	\$372.00	0%

*Less any applicable fees or service charges

11. If I receive a financial aid award after signing this agreement, I understand that it is still my responsibility to comply with the installment fee payment schedule.
12. Pro-rata charges will be assessed if withdrawn from classes on or after the first day of instruction for the semester.
13. In the event of an increase in tuition and registration fees, I understand that I am fully responsible to pay the difference without submitting an updated installment agreement form.
14. Schedule of Nonresident Tuition Fee Installments:

# of Unit	Nonres. Tuition Fee	Install. Payment	Service Charge	Total Payment	# of Unit	Nonres. Tuition Fee	Install. Payment	Service Charge	Total Payment
1	\$372.00	\$124.00	18.60	\$142.60	11	\$4,092.00	\$1,364.00	204.60	\$1,568.60
2	\$744.00	\$248.00	37.20	\$285.20	12	\$4,464.00	\$1,488.00	223.20	\$1,711.20
3	\$1,116.00	\$372.00	55.80	\$427.80	13	\$4,836.00	\$1,612.00	241.80	\$1,853.80
4	\$1,488.00	\$496.00	74.40	\$570.40	14	\$5,208.00	\$1,736.00	260.40	\$1,996.40
5	\$1,860.00	\$620.00	93.00	\$713.00	15	\$5,580.00	\$1,860.00	279.00	\$2,139.00
6	\$2,232.00	\$744.00	111.60	\$855.60	16	\$5,952.00	\$1,984.00	297.60	\$2,281.60
7	\$2,604.00	\$868.00	130.20	\$998.20	17	\$6,324.00	\$2,108.00	316.20	\$2,424.20
8	\$2,976.00	\$992.00	148.80	\$1,140.80	18	\$6,696.00	\$2,232.00	334.80	\$2,566.80
9	\$3,348.00	\$1,116.00	167.40	\$1,283.40	19	\$7,068.00	\$2,356.00	353.40	\$2,709.40
10	\$3,720.00	\$1,240.00	186.00	\$1,426.00	20	\$7,440.00	\$2,480.00	372.00	\$2,852.00