

SF State University Housing Installment Payment Information

FALL - SPRING



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Your Housing Payment Plan Options

Housing residents and their parents need to understand the housing fee payment process while living in the residence community. The Housing Fee Payment process is simple and user friendly.

When a resident signs their License Agreement, they agree to one of the following payment plans:

- Installment Payment Plan
- Full Payment Plan
- Financial Payment Plan

In the following pages we will outline these payment plans, how they work, and what your role would be.



Installment Payment Plan

How does it work?

By using the **Installment Payment Plan**, a resident can make check, money order, cashiers check, or cash installment payments on the first day of each month for 8 consecutive payments every month starting September 1st through April 1st.

This payment plan should not be compared to rent. It is merely an eighth of a full payment that is due for the Academic Year, which is previously calculated including meal plans and excluding breaks.

Installment Fee Schedule

The Installment Fee Schedule is available online at www.sfsu.edu/~housing/future/age17-24.html and in **Part 2 "Payment Information and Schedule"** of your License Agreement. Select community and meal plan to determine your monthly payment amount.

Installment Payment Form

- Where can I find it?

The Installment Payment Form is located online at www.sfsu.edu/~housing/forms/index.html. You can also pick one up at the Housing office located in Mary Ward Hall on 800 Font Boulevard.

How do I make my payment?

- **By Mail**

Mail a check, cashiers check, money order, to the Housing office with the Installment Payment Form. Payments must be received on or before the 3rd business day of the month or a late fee of \$20.00 will be assessed. Make check/cashiers check/money order payable to SFSU. Include the residents full name and university ID number with the payment. **DO NOT MAIL CASH.**

- Electronic Payment (EPOS)

EPOS accepts MasterCard, Discover, and Amex cards online at www.sfsu.edu/~bursar (VISA is not accepted). You must have the residents ID# to make a payment. There is a 2.5% processing fee which will be added onto your housing payment by EPOS. You may need to pay Hall Room and Hall Food separately, in these cases email housing@sfsu.edu for specific amounts. Allow a 24 hour response time for your email. Because of this we strongly suggest you attempt to pay starting the 1st of each month after 11:00 p.m.

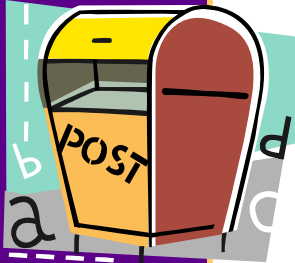
- **Electronic Check** 866.769.2105

- **EPOS Help Line** 866.480.0685

- **Bursars Office** 415.338.1281

- **Confirmation of payment** online is a **confirmation of the transaction**. Keep all copies of your payment transactions and make sure there are enough funds in your account to avoid the \$20.00 non refundable returned payment fee.

Full Payment Plan



The **Full Payment Plan** allows residents to pay off their entire Academic Year housing License Agreement in one payment. If you wish to pursue the **Full Payment Plan** you need to indicate this choice on your License Agreement and **include** the full payment with the License Agreement, in either check, cashiers check, money order or cash form, when you turn it in.

If you make a full payment with the License Agreement you will receive \$40.00 off your entire payment. Please refer to the **Installment Fee Schedule** at www.sfsu.edu/~housing/future/age17to24.html or in **Part 2 “Payment Information and Schedule”** of your License Agreement.

We will accept a full payment any time during the year after you return the License Agreement as long as we receive a minimum of the

regular installment payment by the first of each month.

You will not receive the \$40.00 discount if you make a full payment separately from your License Agreement.



Important SF State

Contact Information

Check your Financial Aid status at www.sfsu.edu/~finaid
Office of Student Financial Aid
located in the Student Services
building.
Phone: 415.338.7000

Bursar's Office located in
Student Services Building, or
Administration 155,
Phone: 415.338.1281

Web Online Payments
<https://www.eposasp.com/ebpp/Login.aspx>
Phone Payment 1.866.769.2105
EPOS Help Line 1.866.480.0685

No Billing Statements but Late Fee!

Billing Statements

The Housing office does not send a billing statement to remind you of monthly payments and we no longer provide Installment Payment coupon booklets. The resident must refer to either their License Agreement, **Part 2 “Payment Information and Schedule”** or the **Installment Fee Schedule** at www.sfsu.edu/~housing/future/age17to24.html to determine the amount due. Payments are due regularly by the third business day of each month. Make your check, cashiers check, or money order payable to SFSU and include the residents complete name and University ID number.

Late Fees

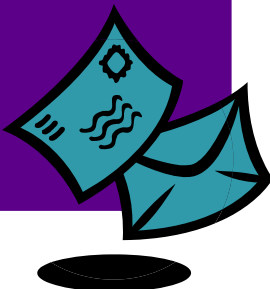
After the third business day of the month, a \$20.00 late fee will be assessed to any past due housing payment. A past due notice will be sent to the residents campus address notifying the resident of the past due amount including the \$20.00 late fee. We recommend residents who are having financial difficulties make an appointment with the Resident Financial Services Coordinator early to avoid legal action as specified in your License Agreement.

Installment Payment Amendment Form

A resident who is on the **Installment Payment Plan** can request an extension by completing the **Installment Payment Amendment Form**. This form does not change or reduce a payment, but extends the period of time by two weeks.

To be eligible for this extension you cannot be passed due on any installment payments. The **Installment Payment Amendment Form** is due by the third business day of the month to avoid accruing a \$20.00 late fee.

The **Installment Payment Amendment Form** is available at the Housing Office located in the Housing office located in Mary Ward Hall, 800 Font Blvd.



Financial Aid Payment Plan

Check your Financial Aid Status

You can check your status and accept your financial aid award offer on line at www.sfsu.edu/~finaid Keep your **SF State** email address current on **SF State Gateway** An on campus estimate in right column is for a resident assigned to the **VCS—Village** at Centennial Square with a 19 meal plan. Refer to **Installment Fee Schedule** for other installment payment amounts based on location and meal plan selections.

VCS 19 Meal Plan— One Semester Estimate Not included in estimate: books, supplies, or personal expenses		FALL
Tuition and Fees (Estimated May Change)		\$3,318.00
2nd Installment - Sept		\$1,533.00
3rd Installment - Oct		\$1,533.00
4th Installment - Nov		\$1,533.00
5th Installment - Dec		\$1,533.00
Estimate Tuition/Fees and On Campus Housing Only		\$9,270.00

Federal Direct Loan Programs

- **STUDENTS—** First Time Borrowers must complete the **Electronic Master Promissory Note** online at www.sfsu.edu/~finaid Click on Online Master Promissory Note
- 1st Time Borrowers must complete the **Entrance Loan Counseling** online at www.sfsu.edu/~finaid click on Entrance Loan Counseling
- **PARENTS-** Starting mid July 2011. The parent should go online to www.sfsu.edu/~finaid Click on Parent PLUS LOAN PROGRAM, Click on Fall 2011 Spring 2012 PLUS LOAN INFORMATION. The parent must complete Steps 1-3. **Step 1:** To apply for the Parent PLUS loan, complete the **Federal Direct Parent PLUS Loan Request Form**. **Step 2:** Apply online and click on SIGN IN. **Step 3:** Complete online *Master Promissory Note* .
- **If the parent PLUS loan is denied and does not get an endorser for the loan.** The student may submit a written request to the Office of Student Financial Aid for additional Federal Direct Unsubsidized Loan.

Not Enough Financial Aid Must Pay!

If your financial aid is not enough to cover the 4 semester installment payments then you must be prepared to pay the difference. Financial aid includes the student and/or parent Plus loan programs. If you declined one of the loan programs you can go back and reconsider the loan program by contacting the Office of Student Financial Aid. The obligation not covered by your financial aid **must** be paid by the resident based on the **Installment Fee Schedule** in your signed License Agreement,

Part 2—Payment Information and Schedule.

It is the residents' responsibility to keep track of their University Housing account as well as their financial aid disbursements, therefore we highly recommend checking on **SF State Gateway** your financial aid status, financial aid disbursement, University account including University Housing obligations. The resident can make payment arrangements with the Resident Financial Services Coordinator by appointment after all their financial aid has disbursed for the semester. The payment arrangements are monitored until paid in full for the semester.

Financial Aid Disbursement Delays

- If your financial aid disbursement is after October for the fall semester or February for the spring semester determine **why** your financial aid has not disbursed with a financial aid counselor. Email karenn@sfsu.edu the **AFTER** you have met with a financial aid counselor the anticipated date of your pending financial aid disbursement to avoid repercussions. To avoid a **\$20 late fee** email karenn@sfsu.edu prior to the third day of the month the installment is due based on your signed **2011-2012 Student Housing License Agreement Terms & Condition, Installment Fee Schedule**.

Financial Holds

Bursar's Office ~ Financial Hold

The Bursars office is instructed by the University Housing to place a **financial hold** on any outstanding housing obligation including residents with payment arrangements account is paid. In full. To find out if it is indeed a housing obligation and how much is owed call the Bursar's Office at 415.338.1281 or University Housing 415.338.1067.

- Release to Register

If the resident has an outstanding housing obligation and needs to register for classes please email housing@sfsu.edu or call 415.338.1067 and request a **Release to Register** on the date you plan to register.

Repercussions

- Courtesy Email

The Housing office, Resident Financial Services Coordinator periodically sends a courtesy email (via their university email address) when the resident's name appears on the current housing past due list.

- Past Due Notices

The Housing office will send a pink **Past Due Notice** to the resident within the first two weeks of the month if the housing payment has not been paid by the beginning of the month. A \$20.00 late fee is assessed.

- Collections (Housing Obligations)

Residents who fail to pay their housing obligations will be sent an INVOICE from the Bursar's office to pay. If not paid in a timely manner the INVOICE will be sent to an outside agency for collection.

-Dishonored Check and/or EPOS Reject online payments

For each dishonored check or EPOS reject there is a non refundable "Returned Fee" of \$20.00 that must be paid in addition to the amount of the returned item. The \$20.00 non refundable "Returned Fee" **cannot be waived**. Payment for dishonored check or EPOS Reject (including housing payments) must be paid directly to the Bursar's office in the form of cashiers check, money order, or cash. Until the obligation is cleared, a hold is placed on the student's University account including registration, grades and transcripts. Contact your bank, and EPOS inquiry number at 866.480.0685 first to determine why your payment was rejected then the Bursar's office at 415.338.1281. It is the resident's responsibility to monitor their accounts until the payment has been credited to their University obligations including housing payments.

Alternative Payments

- Payment from Scholarship Organization/Foundation

Congratulations! Mail your scholarship check and letter to the **SF State**, Bursar's office. You will submit any enclosures with the check and endorse the check over to **SF State** at he Bursar's office. You may want to meet with a financial aid counselor 415.338.7000 to determine how your scholarship will be coordinated with your financial aid package.

-Payment from an Outside Agency

If an outside agency (college trust fund, financial institution, state or county) wants to make payments towards the resident's housing obligation make sure the agency includes the residents university ID # and complete spelling of the resident's name with the payment. Advise the outside agency to send the payment directly to SF State, Housing, 800 Font Blvd., San Francisco., CA., 94132-4036.

Intent to Vacate (after move-in day)

Your student Housing License Agreement is for the entire academic year. In order to gain approval for a license cancellation, you must provide 30 days notice by completing the **Intent to Vacate Form** available in the University Housing or online at www.sfsu.edu/~housing/forms/index.html. The resident must provide proof and verification of either End of Student Status, a marriage certificate or verifiable documentation of a hardship or extraordinary circumstance. A resident may be invoiced from the Bursar's office for **hall room or hall food** after they move out. A financial aid resident maybe **invoiced** for hall room and or hall food after withdrawing from the University. Financial Aid students should go online to www.sfsu.edu/~finaid click on **Return FA Funds/Withdrawal/From University** and speak with a financial aid counselor located in the Student Services building or by phone 415.338.7000 when withdrawing from the **SF State**.



Resident Financial Services Coordinator

Appointments call 415.338.1067

Or

Email—housing@sfsu.edu

University Housing

Mary Ward Hall
800 Font Boulevard
San Francisco, CA 94132

Phone: 415.338.1067
Fax: 415.338.6219
E-mail: housing@sfsu.edu