

# INTERNATIONAL STUDENT INSTALLMENT AGREEMENT SAN FRANCISCO STATE UNIVERSITY BURSAR'S OFFICE

NAME: \_\_\_\_\_  
(Last) (First) (MI)

SF State ID #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_

# OF UNITS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Undergraduate

☐

Credential

☐

Graduate

☐**MUST BE CERTIFIED BY INTERNATIONAL STUDENT'S OFFICE**

On the basis of examination of University records and Immigration & Naturalization Service status, the Office of International Programs has determined that the above student is an International Student (holder of a non-immigrant, nonresident visa). Further eligibility through financial screening is to be determined by the Bursar's Office. This is solely intended to verify the student's visa status as F-1.

\_\_\_\_\_  
Signature (International Student Office)\_\_\_\_\_  
Date

This is to certify that I have read and agreed to the provisions outlined here and on page 2. I agree to pay the tuition and fees and any late registration and/or administrative fees on or before the priority fee payment deadline. I agree to pay the nonresident tuition fee according to the following schedule, along with the non-refundable service charge of 15% on each installment. Past due obligations must be paid before or with the first installment payment. Subsequent installment payments will pay oldest outstanding university obligations first, regardless of type. **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.**

**Due Dates****Mar. 6, 2015****Apr. 6, 2015****May 6, 2015**\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date**Bursar's Office****ADM 155 or SSB 103**☐

Approved

☐

Denied

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

Bursar's Office use only:

# INTERNATIONAL INSTALLMENT AGREEMENT SPRING 2015

## 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 (Visa, MasterCard, American Express, and Discover) or electronic check for the 2nd, 3rd, and 4th installments, student will need to contact the Bursar's Office to setup payment before the due date. Please note that electronic check payments are free of charge and credit card 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, and update my student record for address, telephone number, or email address changes.
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. The same provision applies for the 3rd and 4th installments.
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](http://www.sfsu.edu/~bursar))

Period/Dates:	Obligated Amount	Percent of Refund*
On or before January 25, 2015	\$0.00	100%
Jan. 25, 2015 through Apr. 1 2015	Pro-rata	
April 2, 2015 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