SJSU | BURSAR'S OFFICE

Enroll in Tuition and Fees Only Payment Plan

One Washington Square, San José, CA 95192-0138

Overview

Follow the instructions below to enroll in the tuition and fees installment payment plan. A \$35 fee will be added to the overall balance when you opt-in to this plan.

- 1. Go to <u>https://one.SJSU.edu</u>
 - Select the MySJSU application
 (type in the search bar if necessary)
 - 3. Log in using your SJSU ID number and password (the <u>DUO app</u> is required)

	Sign In
SJSU ID Number	

I	
This field cannot l	be left blank
Password	
SJSUOne Password	
	0
Keep me signed in	n
	Sign in

4. When your Student Center opens, on the left-hand menu, release the drop-down beside **Finances** and select **Enroll in Payment Plan**.

SJSU SAN JOSÉ	STATE TY					a 0	Ð
* Student Center	> ^	Tessa's Student Center					
View My Messages	>	👅 16 Unread Messages 🔒 No Holds 🗮 1 To Dos 🗮 2 Other India	ators		Q Search for Classes		
Holds	>	Academics		1	Enrollment Dates		
To Do List	>	This Week's Schedule Search		>	Open Enrollment Dates		;
Make a Payme	nt >	cLass A schepule A Plan		>	General Information		
Academics:	~	COMM 20-63 TBA LEC (30361) On Line	Enroll	>	C* Admissions		
Enroliment		ECON 18-11 TuTh 10:30AM - 11:45AM LEC (20502) Durlley Menthand Hall 161	My Academics	>	C Office of the Registrar		
Academics: Records	~	ENGL 2-01 TuTh 9:00AM - 10:15AM	MyProgress	>	Coll of ProfessGlobal Educ		
Finances		LEC (23471) Sweeney Hall 411	Order Official Transcript	>	SJSU Financials		
View Einancial Air		Enrollment Shopping Cart	MyPlanner	>	Pinancial Aid & Scholarship		
Accept/Decline Av	wards		MyScheduler	>	C Bursar's Office		
Account Inquiry							
Enroll in Payment	Plan 🕌				Important Links		
View 1098-T		Finances			C Academic Calendar		
Admissions	>	Account Summary (See * link below)	My Account		California Voter Registration		
Personal	~	• Due Now 3,998.00	Account Inquiry	>	C SIRF		
Information		Future Due 0.00	Enroll In Direct Deposit	>			

5. Select the second radio button for the tuition and fees IPP and click next.



6. Review the installment plan details: the eligible charges, the initial payment, the number of installments,

+ Student Contor	🔪 🛔 Tessa Ci	astro						
View My Messages	>		0	•	0			
Holds	> You have a	Mark a visitedit Except instealing indication Security anticoli dellar.3 Colonity anticoli Veri have calented SPRNG22/2 10/31.02/44 REG <						
To Do List	> Tuition and	Tultion and Fees Installment Payment Plan						
Make a Payment	> Tuition fee	Tuition fees, Non-California Resident fees and the Graduate Business Professional Program fees are eligible for payment plans. You must have a minimum of \$1,000.00 in any combination of these charges to be eligible for the						
Academics: Enrollment	 Mandatory 	Mandatory campus fees, the optional SIRF fee, First Day Solutions charges and miscelaneous class fees are not part of the installments but are paid as the initial payment due by your designated due date. Depending on your due date, your due to the set of the installments but are paid as the initial payment due by your designated due date. Depending on your due date, your due the initial payment and then 3 or 2 installments. Spring 2024 payment due dates (including initial payment dates) are January 17, 2024, February 17, 2024, March 20, 2024 and April 17, 2024 and 2						
Academics: Records	 due date, j (Payment) 							
\$ Finances	For details							
Admissions	> On-time or							
Personal Information	 https://www 							
Alert-SJSU	> If you choo	ose not to attend your classes, it is your ex.php	responsibility to drop all classes prior to the first day of the term	in order to not owe a debt to SJSU. All refund rules apply	y: https://www.sjsu.edu/bursar/payment-refunds/prora			
Dther Items	Eligible C	harges	2,871.00					
ර් Logout	> Plan Amo	unt Einetallmente	50,000.00					
	Installme	int Schedule						
	DUE DAT	re INS	TALLMENT ADMINISTRATIVE	FEE TOTAL IN	ISTALLMENT			
	02/17/2	024	957.00	35.00	992.0			
	03/19/2	024	957.00		957.0			
	04/1//2	024	957.00	35.00	957.00			
	Currency u Important reduced.	ised is US Dollar. : The Installment Schedule is based If you incur eligible charges in the fu	on your current eligible charges of 2,871.00. If charges tha ture, they will be added to this installment schedule automa	are placed in this plan are reversed or reduced, you tically, up to the amount of 50,000.00.	r installment payment will also be automately			

and payment due dates. Click next.

7. Review the details once more, tick the box **Yes**, **I have read the agreement** to indicate your agreement, then click **Enroll**.

Student Center	>	Mendatory campus fees, the optional SIRF fee, First Day Solutions charges and miscellaneous class fees are not part of the installments but are paid as the initial payment due by your designated due date. Depending					
View My Messages	>	your due date, you will have the initial paym	ent and then 3 or 2 installments. Spring 2024 paym	ent due dates (including initial payment o	ates) are: January 17, 2024, Pebruary 17, 2024, March	1 20, 2024 and April 17, 202	
Holds	>	(Payment plan is NOT Available for Special Session or Open University students)					
To Do List	>	For details of the Tuition and Fees IPP, plea	se refer to the following link: https://www.sjsu.edu/b	ursar/payment-refunds/installment-payme	ent-plan.php		
Make a Payment	· >	On-time payments are part of the IPP terms	and agreement. If you fail to pay on time, SJSU ma	y drop all of your classes. For instruction	s on how to view payment due dates, please refer to th	te following link:	
		https://www.sjsu.edu/bursar/docs/steps/view	/_due_dates.pdf			•	
Enroliment	~	If you choose not to attend your classes, it is your responsibility to drop all classes prior to the first day of the term in order to not owe a debt to SUSU. All refund rules apply: https://www.sjsu.edu/bursar/payment- refunds/increate-aplined/index-nbn					
Academics	~	Plan Amount	2,871.00				
Records		Administrative Fee	35.00				
Finances	~	Total Plan Amount	2,906.00				
Admissions	>	Number of installments	3				
Personal Information	~	Installment Schedule					
Alext P (P) (DUE DATE	INSTALLMENT	ADMINISTRATIVE FEE	TOTAL INSTALLMENT		
AMILIOTOD	^	02/17/2024		957.00	35.00	992.0	
Other Items	~	03/19/2024		957.00		957.0	
Logout	5	04/17/2024		957.00		957.0	
		Total		1,871.00	35.00	2,906.0	
		Currency used is US Dollar. Important: The Installment Schedule is I charges of 2,871.00. If charges that are p	based on your current eligible blaced in this plan are reversed or				

- 8. If you wish to select the other installment payment plan, click previous to repeat steps five through eight.
- 9. Congratulations, you have enrolled in the installment payment plan.