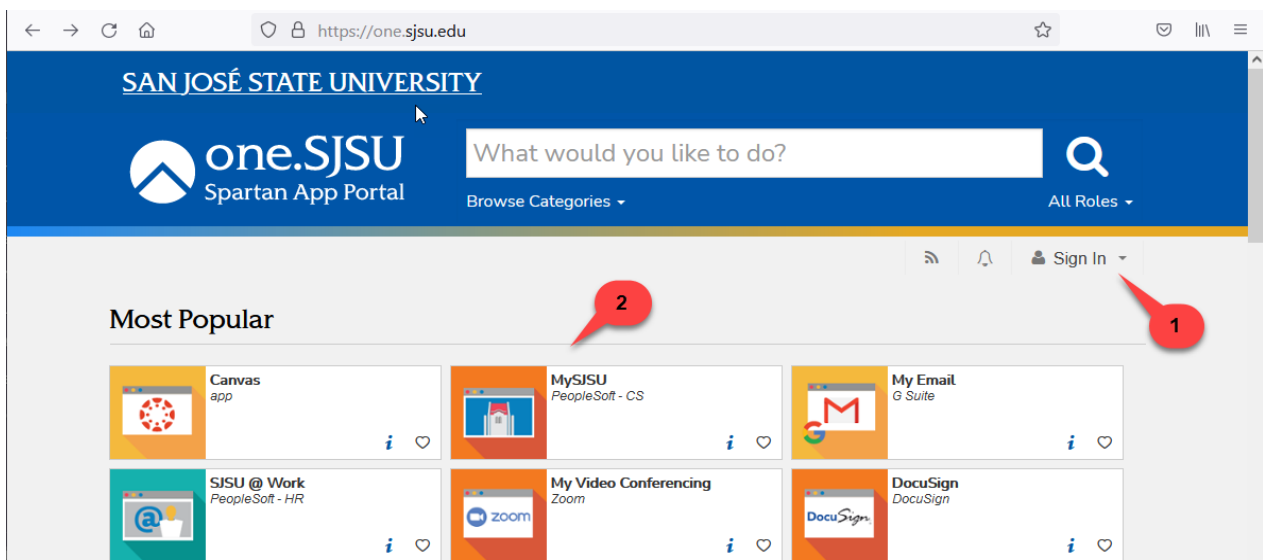


## How to Enroll in a Tuition Payment Plan

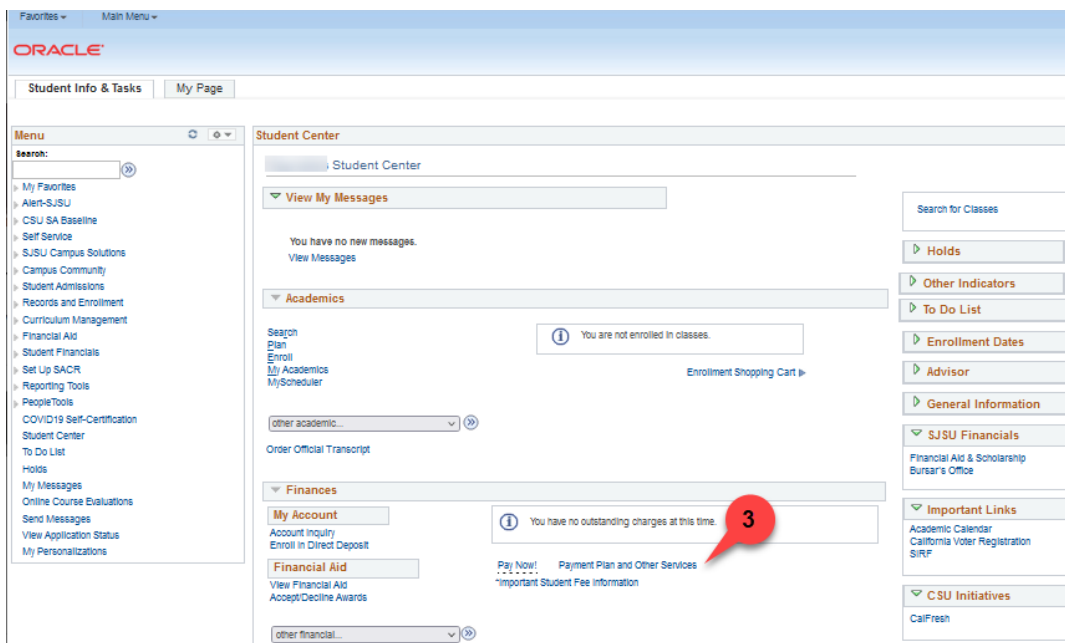
### Overview

This student guide demonstrates how to enroll in a payment plan. Call the Bursar's Office at 408-924-1601 or email [bursar@sjsu.edu](mailto:bursar@sjsu.edu) with any questions about this process and your student account. Visit [www.sjsu.edu/bursar](http://www.sjsu.edu/bursar) for more information.

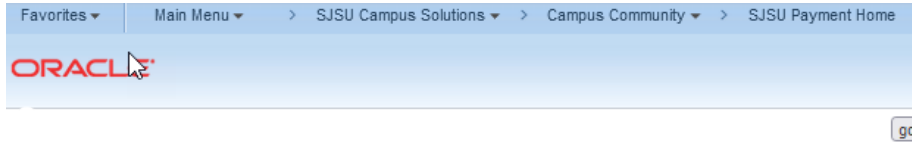
1. Go to <https://one.sjsu.edu/> and log in using your SJSU ID number and password.
2. Select the MySJSU app.



3. Select "Payment Plan and Other Services"



- Click the “Enroll in Payment Plan” button.



## University Payments

**Non-payment of fees will result in disenrollment**

**Undergraduate, Graduate and Post Baccalaureate Programs**

To make an electronic payment via e-check or credit card, or to set up authorized users, click [Student Account Options](#) below. **Your browser must allow popups from this site.**

[Student Account Options](#)

You must be enrolled in regular university classes to use the Payment Plan. Payment Plan is not available for Special Session or Open University students. Please enroll in a plan before making your first payment. There is a fee to use Payment Plan. For more information, visit [http://www.sjsu.edu/bursar/payment\\_refunds/installments/index.html](http://www.sjsu.edu/bursar/payment_refunds/installments/index.html)

[Enroll in payment plan](#)

**Faculty/Staff Payments and Deposits**

**Your browser must allow popups from this site.**

[Make a payment/deposit](#)

- Select the second radio button, Tuition and Fees Payment Plan

**1. Select Payment Plan**

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plan	Maximum Amount	Number of Installments	First Due Date
<input type="radio"/> Payment Plan for Housing ONLY Payment Plan for Housing ONLY - Spring 2022 Tuition and Fees Installment Payment Plan 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 tuition payment plan. Mandatory campus fees, the optional SRRP 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 on your due date, you will have the initial payment and then 2 or 3 installments. Spring 2022 payment due dates (including initial payment dates) are: January 16, 2022, February 16, 2022, March 16, 2022 and April 16, 2022. (Payment plan is NOT Available for Special Session or Open University students)	\$0,000.00	4	01/16/2022
<input checked="" type="radio"/> Tuition and Fees Installment Payment Plan 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 tuition payment plan. Mandatory campus fees, the optional SRRP 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 on your due date, you will have the initial payment and then 2 or 3 installments. Spring 2022 payment due dates (including initial payment dates) are: January 16, 2022, February 16, 2022, March 16, 2022 and April 16, 2022. (Payment plan is NOT Available for Special Session or Open University students)	\$0,000.00	3	02/16/2022

For details of the Tuition and Fees (TF) please refer to the following link: <https://www.sjsu.edu/bursar/payment-refunds/installment-payment-plan.php>

On-time payments are part of the IPP terms and agreement. If you fail to pay on time, SJSU may drop all of your classes. For instructions on how to view payment due dates, please refer to the following link: [https://www.sjsu.edu/bursar/docs/step1/view\\_due\\_dates.pdf](https://www.sjsu.edu/bursar/docs/step1/view_due_dates.pdf)

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 SJSU. All refund rules apply. <https://www.sjsu.edu/bursar/payment-refunds/pronke-refund/index.php>

Currency used is US Dollar.

[Cancel](#) [Next](#)

- Click Next

- Review the installment Plan. Note the number of installments, eligible charges, and due dates.

Enroll in Payment Plan



## 2. Review Installments

You have selected Spring 2022.

Tuition and Fees Installment Payment Plan

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 tuition payment plan.

Mandatory 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 on your due date, you will have the initial payment and then 3 or 2 installments. Spring 2022 payment due dates (including initial payment dates) are: January 16, 2022, February 16, 2022, March 19, 2022 and April 16, 2022.

(Payment plan is NOT Available for Special Session or Open University students)

For details of the Tuition and Fees IPP, please refer to the following link:  
<https://www.sjsu.edu/bursar/payment-refunds/installment-payment-plan.php>

On-time payments are part of the IPP terms and agreement. If you fail to pay on time, SJSU may drop all of your classes. For instructions on how to view payment due dates, please refer to the following link:  
[https://www.sjsu.edu/bursar/docs/steps/view\\_due\\_dates.pdf](https://www.sjsu.edu/bursar/docs/steps/view_due_dates.pdf)

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 SJSU. All refund rules apply: <https://www.sjsu.edu/bursar/payment-refunds/prorata-refund/index.php>

<b>7</b>	Eligible Charges	2,871.00
	Plan Amount	50,000.00
	Number of Installments	3

Installment Schedule				
Due Date	Installment	Administrative Fee	Total Installment	
02/16/2022	957.00	35.00	992.00	
03/19/2022	957.00		957.00	
04/16/2022	957.00		957.00	
<b>Total</b>	<b>2,871.00</b>	<b>35.00</b>	<b>2,906.00</b>	

Currency used is US Dollar.

**Important:** The installment schedule is based on your current eligible charges of 2,871.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.

- Click the “Previous” button to change your selection

- Click “Next” to proceed

Installment Schedule				
Due Date	Installment	Administrative Fee	Total Installment	
02/16/2022	957.00	35.00	992.00	
03/19/2022	957.00		957.00	
04/16/2022	957.00		957.00	
<b>Total</b>	<b>2,871.00</b>	<b>35.00</b>	<b>2,906.00</b>	

Currency used is US Dollar.

**Important:** The installment schedule is based on your current eligible charges of 2,871.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.

- Read the payment plan terms and agreement carefully, confirming the installment schedule

## 3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

**Spring 2022**

You are about to enroll in Spring 2022. [Select a Different Plan](#)

**Tuition and Fees Instalment Payment Plan**

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 tuition payment plan.

Mandatory 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 on your due date, you will have the initial payment and then 3 or 2 installments. Spring 2022 payment due dates (including initial payment dates) are: January 16, 2022, February 16, 2022, March 19, 2022 and April 16, 2022.

(Payment plan is NOT Available for Special Session or Open University students)

For details of the Tuition and Fees IPP, please refer to the following link:  
<https://www.sjsu.edu/bursar/payment-refunds/installment-payment-plan.php>

On-time payments are part of the IPP terms and agreement. If you fail to pay on time, SJSU may drop all of your classes. For instructions on how to view payment due dates, please refer to the following link:  
[https://www.sjsu.edu/bursar/docs/steps/view\\_due\\_dates.pdf](https://www.sjsu.edu/bursar/docs/steps/view_due_dates.pdf)

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 SJSU. All refund rules apply: <https://www.sjsu.edu/bursar/payment-refunds/prorata-refund/index.php>

<b>Plan Amount</b>	2,871.00
<b>Administrative Fee</b>	35.00
<b>Total Plan Amount</b>	2,906.00
<b>Number of Installments</b>	3

**Instalment Schedule**

Due Date	Instalment	Administrative Fee	Total Instalment
02/16/2022	957.00	35.00	992.00
03/19/2022	957.00		957.00
04/16/2022	957.00		957.00
<b>Total</b>	<b>2,871.00</b>	<b>35.00</b>	<b>2,906.00</b>

Currency used is US Dollar.

**Important:** The instalment schedule is based on your current eligible charges of 2,871.00. If charges that are placed in this plan are reversed or reduced, your instalment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this instalment schedule automatically, up to the amount of \$0,000.00.

I agree to the instalment schedule listed above. If I default on my payments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 10/29/2021  Yes, I have read the agreement

[Cancel](#) [Previous](#) [Enroll](#)

11. Check the box indicating that you have read the agreement
12. Click the “Enroll” button (click the “Previous” button to select another payment plan option)
13. Congratulations, you have enrolled in the Tuition Fee Payment Plan

[Account Inquiry](#) | [Account Services](#)

**Enroll in Payment Plan** | 1098T Tax Form

Enroll in Payment Plan 1 2 3 4

4. Result

✔ Congratulations!

You have successfully enrolled in Spring 2022. Please keep the instalment schedule for your reference.

**Instalment Schedule**

Due Date	Instalment	Administrative Fee	Total Instalment
02/16/2022	957.00	35.00	992.00
03/19/2022	957.00		957.00
04/16/2022	957.00		957.00
<b>Total</b>	<b>2,871.00</b>	<b>35.00</b>	<b>2,906.00</b>

[Enroll in Another Payment Plan](#) [View my Account](#)

[Go to top](#)

14. Click on "View My Account" to see your account summary

15. Click to select "Charges Due" to view initial payment and installment amounts

Account Inquiry | Account Services

Summary | Activity | **Charges Due**

### Account Summary

You owe 3,963.00.

- Due Now 0.00
- Future Due 3,963.00


Campus	Term	Outstanding Charges & Deposits	Total Due
San Jose State Bursars Office	Spring 2022	3,963.00	3,963.00
<b>Total</b>		<b>3,963.00</b>	<b>3,963.00</b>

Currency used is US Dollar.

#### Remittance Addresses

San Jose State Bursars Office

Send Payment to:  
One Washington Square SSC  
San Jose, CA 951920138  
United States



16. To make a payment, click the dropdown arrow

go to ...

Account Inquiry | Account Services


Summary | Activity | **Charges Due**


### Charges Due

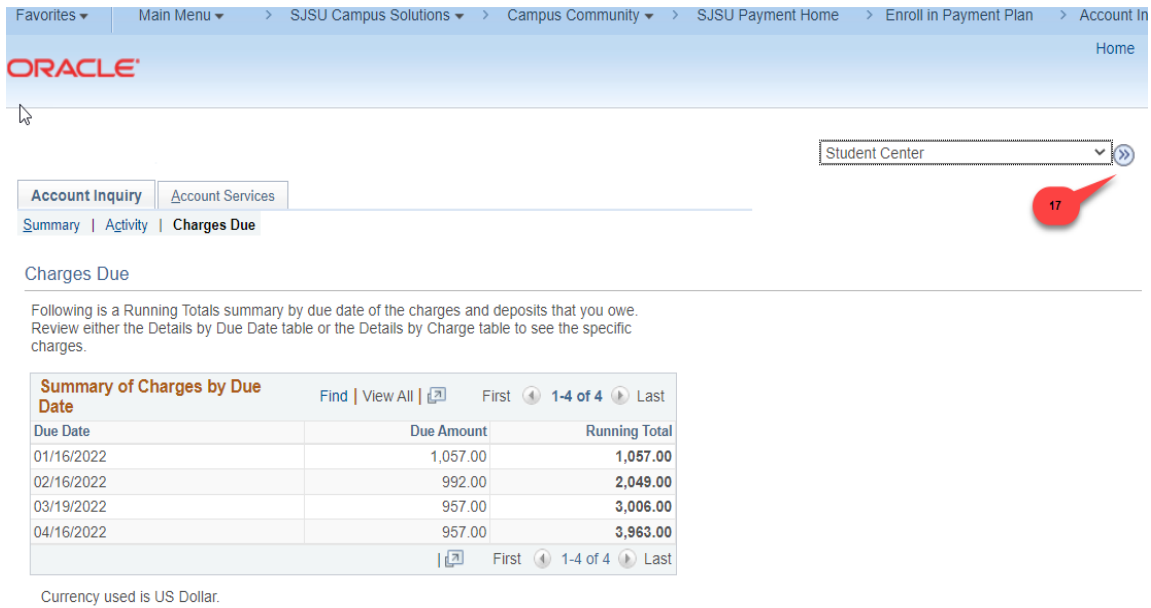
Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Due Date	Due Amount	Running Total
01/16/2022	1,057.00	1,057.00
02/16/2022	992.00	2,049.00
03/19/2022	957.00	3,006.00
04/16/2022	957.00	3,963.00

Currency used is US Dollar.



17. Select the “Student Center,” then click the  icon

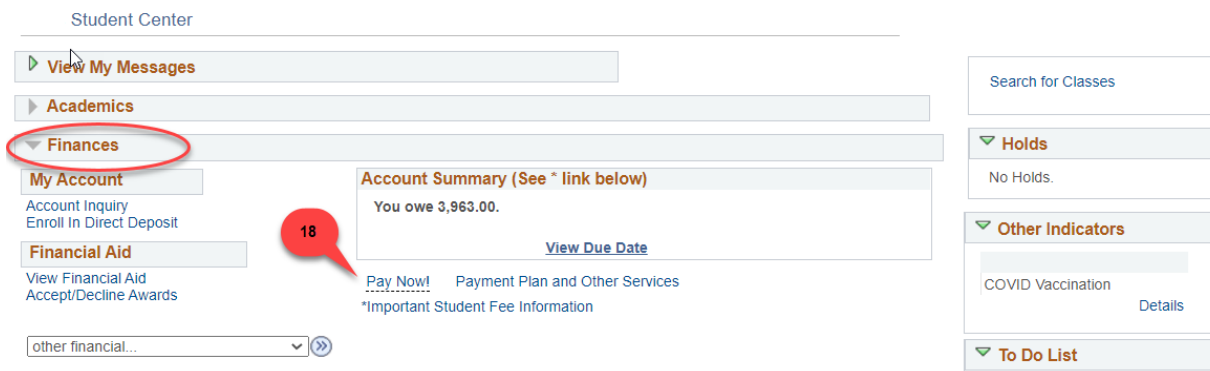


Summary of Charges by Due Date

Due Date	Due Amount	Running Total
01/16/2022	1,057.00	1,057.00
02/16/2022	992.00	2,049.00
03/19/2022	957.00	3,006.00
04/16/2022	957.00	3,963.00

Currency used is US Dollar.

18. Scroll down to the “Finances” section and click the “Pay Now” button to make a payment



Account Summary (See \* link below)

You owe 3,963.00.

[View Due Date](#)

[Pay Now!](#) [Payment Plan and Other Services](#)

\*Important Student Fee Information