

# University Cashier

## University Cash Services General Information

All forms of payment must be sent to the attention of a University Cashier. Payments include, but are not limited to, student registration fees, tenant rental payments, reimbursements, revenue and miscellaneous items.

University Cashiers provide a range of services to the campus community. These include accepting all payments, taking ID pictures; disbursement of Financial Aid & payroll checks, and answering basic admissions questions.

### Location/Official Address/Office Hours

Location: Sage Hall, Enrollment Services, first floor room # 146-148

Official Address:

University Cash Services  
Cal State University Channel Islands  
One University Dr.  
Camarillo, CA 93012

Office Hours:

The following hours are effective August 24, 2009

- Monday and Wednesday: 8:30 a.m. to 5:00 p.m
- Tuesday and Thursday: 8:30 a.m. to 3:00 p.m. and 4:00 p.m. to 5:00 p.m.
- Friday: 8:30 a.m. to Noon

Contact Information

Email: [cashier@csuci.edu](mailto:cashier@csuci.edu)

Phone: (805) 437-8810, Fax #: (805) 437-8900

## Registration Fees

The regular fees of the University and payment options are listed below. Include your 9-digit student ID# on all forms of payment to ensure proper processing.

- **On-line:** All credit card payments for registration fees and housing must be done on-line through the student's "MyCI" account. Visa is not a payment option. All credit card

transactions will incur a merchant imposed convenience fee per transaction. This is a mandatory, non-refundable fee to provide this service. E-check payments are also accepted on-line at no additional cost. For more information regarding on-line payments, please reference the Q & A below.

- **Parent Pin:** Students can create a parent pin to allow parents to go on-line and make a payment. Please reference the guide below for step by step instructions on how to set this up.
- **By Mail:** Send your check/money order payable to CSU Channel Islands to: University Cash Services, One University Drive, Camarillo CA 93012. Remember to include your 9-digit student ID # on your payment.
- **In Person:** Our office is located on the first floor of Sage Hall, in Enrollment Services. We only accept cash, check or money order in our office.

NOTE: It is the student's responsibility to view account balance information through "MyCI" on a regular basis. Students are responsible for meeting the payment deadlines even if a bill is not received. Payment is due immediately upon registration. Failure to pay by the published due date will result in disenrollment from classes.

[Q&A for on-line payment](#)

[How to create a parent pin](#)

[How to pay with a credit card](#)

[How to pay with an E-Check](#)

### **Registration Fee Installment Payment Plan**

Students must sign up for the Installment Payment Plan (IPP) before the published registration payment due date. A non-refundable administrative fee of \$33 per semester is required for participation in the installment plan. Payments must be received on or before the due dates regardless of whether or not an invoice is received. Failure to complete your obligation under the terms of the IPP will prohibit the student from being able to participate in this plan for future semesters. Any outstanding balance due to the University must be paid prior to applying for the IPP.

If a student is eligible for the registration installment payment plan, he/she must print out the IPP contract, which is available below or by picking one up at the Cashier's Office, complete it, and then provide a signed copy to a University Cashier. The contract must be approved by a Cashier and then the installment payment plan will be set up on the student account. The student will be notified within 24 hours that he/she has been approved and then payment can be made. If partial payments are made and no contract is on file, the student is eligible to be dropped for non-payment of fees. All IPP contracts must be received before 3:00 pm on the day before a due date. Contracts received after this time will not be approved and those students will need to make payment in full for the semester. All non-resident student must obtain a payment plan contract from the cashier's office directly.

**Update as of July 25, 2009:** All students who signed up for the IPP on July 31, 2009 or earlier will be notified via email about how the fee increase will impact their account. Students must read their email to obtain this important campus correspondence. Below are the updated installment payment plans that include the fee increases.

[Fall 2009 Registration IPP for registration between April 27 to June 30, 2009](#)

[Fall 200 Registration IPP for students who register in July 2009](#)

[Fall 2009 Registration IPP for registration between August 1 - 19, 2009](#)

[Fall 2009 Registration IPP for registration on August 24, 2009 or later](#)

### **Financial Aid**

If the student account does not show anticipated aid by the scheduled due date, the student must pay their own fees or they will be disenrolled from courses. If the anticipated aid does not cover all of the fees, the student must pay the balance remaining by the published due dates. Promissory notes are no longer available. For questions regarding your aid, contact the Financial Aid office at (805) 437-8530. You can also visit their web site by accessing the link below.

[Financial Aid](#)

## **Fee Schedule & Payment Deadline**

Fee Payment Deadlines:

\*\*\*NOTE: If payment is not received by the due date, the University will drop you from your courses. Payment is due whether or not an invoice is received. Account balances are available 24 hours a day by logging into "MyCI". To get your balance, go to SA Self Service > Campus Finances > Account Inquiry

### **FALL 2009 Registration Payment Deadlines**

<b>When registering for classes during:</b>	<b>Then, your payment is due by the end of the business day on:</b>
April 27 - June 30, 2009	Wednesday, July 15, 2009
July 1 - July 31, 2009	Tuesday, August 4, 2009
August 1 - August 19, 2009	Wednesday, August 19, 2009

August 24, 2009 or later	*Immediately upon registration.
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\*IMPORTANT NOTICE: Failure to pay by the deadline will result in you being dropped from classes. If you register after the start of the term, you must pay registration fees immediately upon submission of the add/drop form and you will incur a \$25 late registration fee. Late registration payments will not be processed

Graduates must pay the higher of the two fee categories. A graduate is defined as a student having already earned a bachelor's degree from an accredited institution

## 2009/2010 Fee Schedule

The CSU makes every effort to keep student costs to a minimum. 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 the initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees.

### NOTICE OF FEE INCREASE EFFECTIVE FOR FALL 2009

Due to the decline in state funding, on July 21, 2009 the CSU Board of Trustees approved a State University Fee increase for all CSU campuses for the 2009/10 academic year. The increase is effective for Fall 2009 and all students who have already registered will have until September 25, 2009 to pay the increase to avoid a financial hold and/or a late fee. Students who register on August 1, 2009 or later will be charged for the new rates at the time of registration and must follow the published deadline in the schedule of classes to avoid enrollment cancellation. Student must check their "MyCI" account for details of what is owed. Students are also strongly encouraged to check their dolphin email on a regular basis to obtain campus correspondences. An email regarding this increase was sent to all student accounts.

### UNDERGRADUATE

Fee Category	0-6.0 units	6.1+ units
Associated Students Fee	\$ 62.00	\$ 62.00
Health Facilities Fee	\$ 3.00	\$ 3.00
Instructionally Related Activities Fee	\$ 50.00	\$ 50.00
Materials, Services & Facilities Fee	\$ 35.00	\$ 35.00
State University Fee	\$1,167.00	\$ 2,013.00
Student Body Center Fee	\$ 160.00	\$ 160.00
Student Health Service Fee	\$ 60.00	\$ 60.00

Recreation & Athletics Fee	\$ 50.00	\$ 50.00
Total Basic Registration Fees	\$1,587.00	\$2,433.00

## GRADUATE

Fee Category	0-6.0 units	6.1+ units
Associated Students Fee	\$ 62.00	\$ 62.00
Health Facilities Fee	\$ 3.00	\$ 3.00
Instructionally Related Activities Fee	\$ 50.00	\$ 50.00
Materials, Services & Facilities Fee	\$ 35.00	\$ 35.00
State University Fee	\$ 1,440.00	\$ 2,481.00
Student Body Center Fee	\$ 160.00	\$ 160.00
Student Health Service Fee	\$ 60.00	\$ 60.00
Recreation & Athletics Fee	\$ 50.00	\$ 50.00
Total Basic Registration Fees	\$1,860.00	\$2,901.00

## CREDENTIAL

Fee Category	0-6.0 units	6.1+ units
Associated Students Fee	\$ 62.00	\$ 62.00
Health Facilities Fee	\$ 3.00	\$ 3.00
Instructionally Related Activities Fee	\$ 50.00	\$ 50.00
Materials, Services & Facilities Fee	\$ 35.00	\$ 35.00
State University Fee	\$ 1,356.00	\$ 2,337.00
Student Body Center Fee	\$ 160.00	\$ 160.00
Student Health Service Fee	\$ 60.00	\$ 60.00
Recreation & Athletics Fee	\$ 50.00	\$ 50.00
Total Basic Registration Fees	\$1,776.00	\$2,757.00

New students add \$15 for an I.D. card. This is a one-time purchase; however, there is a charge for lost or stolen cards.

## Non-Resident Students

Tuition is not charged to legal residents of California; however, foreign and non-residents students are required to pay tuition in addition to fee charged to all students.

Tuition for Non-Resident Students in addition to registration fees:

- \$372.00 per unit

\*\*Fees are subject to change at any time by the Trustees of the California State University and/or the campus President; students will be notified via their dolphin email of any fee increases posted to their account.

### Fees & Debts Owed to the University

Should a student or former student fail to pay a fee or a debt owed to California State University Channel Islands, the university may withhold permission to register; to use facilities for which a fee is authorized to be charged, (i.e. transcripts, grade check or grades) or to receive services until the debt is paid in full (see Title 5, California Code of Regulations, Section 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

Failure to pay fees by the due date will result in disenrollment from classes.

### **Refunds**

A student will be eligible for a full refund if fees are paid but no enrollment occurred or if all classes have been dropped prior to the first day of instruction for the term. Procedure for withdrawal is available in the Enrollment Center or in the Schedule of Classes.

\*Note: Prospective students who register for courses offered by the University are obligated for the payment of fees associated with registration of those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any registration fees for the reservation of space in the course.

All refunds for mandatory fees are now automatic. Refund checks will be mailed to the address on file with Admissions and Records. Please make sure your address is correct. Refunds will be processed according to the original form of payment used. For example, payments made by credit card will be credited back to the original card.

### **Special Circumstances Refunds**

#### BACKGROUND

Refund regulations for the California State Universities are defined within the California Code of Regulations, Title V, Section 41802 and 41913. The deadlines that correspond with these regulations are published in the Schedule of Classes each semester. It is the student's responsibility to be familiar with the deadlines and other information made available through the Schedule of Classes and other publications.

Registration and/or tuition and mandatory fees may be refunded if the student or authorized representative petitions the University for a refund demonstrating exceptional special circumstances. The student or authorized representative must submit documentation supporting serious and compelling reasons beyond the student's control. The Chief Financial Officer of the University or designee must make a determination that the tuition and mandatory fees were not earned by the University.

The California Code of Regulations allows the reversal of registration fees and/or tuition after the established deadlines if one of the following conditions exists:

- 1) Death of Student
- 2) Compulsory Military Service
- 3) Fees Collected in Error

#### PROCEDURE

Complete the Request for Special Circumstances Refund form. The form can be obtained by clicking on the link below.

Print a copy of the form and copies of all attachments for your records. Submit the original application with your signature and all original supporting documentation to the Cashier's Office in the Enrollment Center in Sage Hall. The documentation can also be mailed to:

California State University Channel Islands

Cashier's Office – Sage Hall

One University Drive

Camarillo, CA 93012

The deadline for submitting the Special Circumstances Refund form is the last day of the semester for which the fees were paid.

#### APPEAL PROCESS

If the application is denied, the student may request a review by the Financial Appeals Independent Review (F.A.I.R) Committee. The student has the opportunity to provide additional information to the F.A.I.R. Committee.

All F.A.I.R. decisions are final.

[Request for Special Circumstances Refund Form \(PDF, 79KB\)](#)

CSU Channel Islands - One University Drive - Camarillo CA 93012 USA - Phone: (805) 437-8400

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