

# FEES AND REFUNDS

## Tuition & Registration Fees

All students are required to pay tuition and registration fees. Additionally, nonresident, foreign-visa and graduate professional business students are required to pay per unit tuition and/or fees. Fees for auditing courses are the same as for those receiving credit for a course. Extensions and/or winter session students, resident or otherwise, pay tuition fees appropriate to the course administered through the College of Continuing Education.

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 has begun. All CSU listed tuition fees should be regarded as **estimates** that are subject to change upon approval by The Board of Trustees.

Fees are payable based on the term registration date. Payments may be made by check, cash, money order, Visa, American Express, MasterCard, or Discover credit cards.

\*Please note that credit cards/debit card payments must be paid online.

The following reflects applicable system wide fees for semester campuses. **These rates are subject to change.**

## Mandatory Resident Tuition Fees and Campus Fees: Fall 2017/Spring 2018

### Undergraduates

	0-6 Units	More than 6 Units
Tuition Fees	\$1,665	\$2,871
Associated Students Inc. Fee	\$66.00	\$66.00
Intercollegiate Athletics/Spirit Leaders Fee	\$138.00	\$138.00
Transportation Fee	\$20.00	\$20.00
Recreational Sports Fee	\$14.00	\$14.00
University Union Fee	\$327.00	\$327.00
Health Facilities Fee	\$22.00	\$22.00
Instructional Related Activity Fee	\$8.00	\$8.00
Student Health and Counseling Services Fee	\$116.00	\$116.00
Hornet Newspaper Fee	\$3.00	\$3.00
<b>Total</b>	<b>\$2,301.00</b>	<b>\$3,450.00</b>

### Credential Program

	0-6 Units	More than 6 Units
Tuition Fees	\$1,932	\$3,330
Associated Students Inc. Fee	\$66.00	\$66.00

Intercollegiate Athletics/Spirit Leaders Fee	\$138.00	\$138.00
Transportation Fee	\$20.00	\$20.00
Recreational Sports Fee	\$14.00	\$14.00
University Union Fee	\$327.00	\$327.00
Health Facilities Fee	\$22.00	\$22.00
Instructional Related Activity Fee	\$8.00	\$8.00
Student Health and Counseling Services Fee	\$116.00	\$116.00
Hornet Newspaper Fee	\$3.00	\$3.00
<b>Total</b>	<b>\$2,556.00</b>	<b>\$3,888.00</b>

### Post-Baccalaureate <sup>1</sup>

	0-6 Units	More than 6 Units
Tuition Fees	\$2,082	\$3,588
Associated Students Inc. Fee	\$66.00	\$66.00
Intercollegiate Athletics/Spirit Leaders Fee	\$138.00	\$138.00
Transportation Fee	\$20.00	\$20.00
Recreational Sports Fee	\$14.00	\$14.00
University Union Fee	\$327.00	\$327.00
Health Facilities Fee	\$22.00	\$22.00
Instructional Related Activity Fee	\$8.00	\$8.00
Student Health and Counseling Services Fee	\$116.00	\$116.00
Hornet Newspaper Fee	\$3.00	\$3.00
<b>Total</b>	<b>\$2,667.00</b>	<b>\$4,083.00</b>

<sup>1</sup> Post-Baccalaureate classification includes 2nd Bachelors.

### Education Doctorate

	0-21 Units
Tuition Fees	\$5,919
Associated Students Inc. Fee	\$66.00
Intercollegiate Athletics/Spirit Leaders Fee	\$138.00
Transportation Fee	\$20.00
Recreational Sports Fee	\$14.00
University Union Fee	\$327.00
Health Facilities Fee	\$22.00
Instructional Related Activity Fee	\$8.00
Student Health and Counseling Services Fee	\$116.00
Hornet Newspaper Fee	\$3.00
<b>Total</b>	<b>\$6,273.00</b>

### Doctorate Physical Therapy

	0-21 Units
Tuition Fees	\$8,598

Associated Students Inc. Fee	\$66.00
Intercollegiate Athletics/Spirit Leaders Fee	\$138.00
Transportation Fee	\$20.00
Recreational Sports Fee	\$14.00
University Union Fee	\$327.00
Health Facilities Fee	\$22.00
Instructional Related Activity Fee	\$8.00
Student Health and Counseling Services Fee	\$116.00
Hornet Newspaper Fee	\$3.00
<b>Total</b>	<b>\$8,788.00</b>

The tuition fees and campus fees listed are accurate at the time of posting and are subject to change. For more information on the amount of tuition fees and campus fees to pay and your due dates, check your account at **My Sac State**.

**PRO-RATED REGISTRATION FEES:** If you withdraw (or are dropped from your classes for not paying) after the first day of the term, you will be responsible to pay approximately 1% per calendar day from the first day of the term until the day of being dropped or withdrawing, regardless of when you enrolled or when the course began.

**NON-RESIDENT TUITION:** \$396.00 per unit plus appropriate registration tuition fees and campus fees listed above.

**GRADUATE PROFESSIONAL BUSINESS FEES:** \$270.00 per unit plus appropriate tuition fees and campus fees and non-resident tuition (if applicable).

## Definition of Mandatory Campus Fees

*Tuition Fee* - Fee established to augment the budget for Instructional Services.

*Associated Students Inc. Fee* - To provide for non-instructional activities and programs which are designed to benefit all students and to maintain the student's well-being. Associated Students, Inc. programs include PEAK Adventures, Aquatic Center, Child Care Center, Student Life and Services (Community programs, KSSU Radio Station, SAFE Rides, and Green Sting), ASI Business Office, ASI Government Office, and Office of Governmental Affairs.

*Intercollegiate Athletics/Spirit Leaders Fee* - To provide support for Intercollegiate Athletics and Spirit Leaders. Includes support for scholarships, travel, coaches, and other support for athletic teams.

*Transportation Fee* - To provide support for alternative transportation for students including free ridership on Sacramento Regional Transit and its affiliates.

*Recreational Sports Fee* - To provide support to Recreational Sports Programs. This includes Sports Clubs and Intramural Programs.

*University Union/WELL Fee* - To provide support for the University Union building, The WELL, and all programs associated with the function of those facilities.

*Health Facilities Fee* - To provide payment for the bond on the Student Health Center.

*Instructional Related Activities Fee* - These funds are to provide support for essential educational experiences and activities that aid and supplement

the fundamental educational mission of the University. For example, laboratory experiences which are at least partially sponsored by an academic discipline or department and which are, in the judgment of the IRA Committee and the President, integrally related to its formal instructional offerings. Activities which are considered to be essential to the quality of an educational program and an important instructional experience for any student enrolled in the respective program may be considered instructional related.

*Student Health & Counseling Services Fee* - To provide basic health services to students at the Health Center. Basic care is the treatment of common illnesses or injuries.

*Hornet Newspaper Fee* - To provide support for the State Hornet Newspaper. This includes free copies of the student newspaper to students, printing costs and web based services.

**DUE DATE: Your due date will be based on the date you register for your FIRST class.**

- Those registering through early registration will have fourteen (14) calendar days to pay.
- Those who register during late registration will have seven (7) days to pay.
- Those registering as of the first day of instruction will have two (2) days to pay.
- Those registering the third week of the term will have one (1) day to pay.
- If you will be signing up for the Installment Payment Plan (IPP), your down payment will be due by your original due date.

**BILLING: The University does not send out paper billing statements in the mail.**

- Due dates and amounts will be visible on the student account 24-48 hours after registering.
- Log in to the Student Center at My Sac State choose the account inquiry link, and then the activity tab.

## Summer Term

Summer Term is administered by the College of Continuing Education for all programs except the Education Doctorate Program and Doctorate of Physical Therapy. Please contact the College of Continuing Education for more information: (916) 278-4433.

## Installment Payment Plans

### 1. Tuition Fees Installment Payment Plan

- The tuition fees installment plan allows tuition fees and mandatory campus fees to be paid in four installments. The down payment is due on your original due date and represents the campus fees (Instructional Related Activities, Associated Students Inc. Programs, Intercollegiate Athletics/Spirit Leaders, Recreational Sports, Transportation, Health Facilities, University Union/WELL, Student Health and Counseling Services, and Hornet Newspaper Fee) and a one-time \$33.00 non-refundable administrative fee.
- The balance of tuition fees are due in three installments – September, October, and November in the Fall; and February, March, and April in the Spring.
- You may not use the IPP if you have a fee waiver or a third-party sponsor. However, you may request a payment plan for the balance of your fees from the Bursar's Office.

- If you have registered late, you may owe as much as the first two payments to avoid being dropped from your classes.
- Late installment payments will incur a fee of \$15 each time you are late.
- Missed payments (or rejected checks) may result in: being dropped from your classes, forfeiture of your down payment, a hold preventing your use of the Installment Payment Plans for all subsequent semesters, and a hold on your records.
- If you are dropped from your classes, you may still be required to pay a pro-rated portion of your registration fees.
- If you re-enroll in the same term you may be charged a \$100 re-enrollment fee, a \$25 late registration fee and a \$15 late payment fee. Re-enrollment eligibility after the term begins may be subject to instructor approval, and require payment of tuition fees IN FULL with guaranteed funds (cash, cashier's check or money order), prior to being added back into your courses.
- Failure to pay may result in additional collection costs, including those associated with referral to a third-party collection agency.
- Follow the 4-step process below to enroll in the Installment Payment Plan (or view the step-by-step tutorial here IPP Tutorial (<http://www.csus.edu/sfsc/gallery/Album1>)):
  - Log on to the Student Center through your MySacState at [www.my.csus.edu](http://www.my.csus.edu) (<http://www.my.csus.edu>).
  - Scroll down to the Finances Section and click on the drop down menu arrow.
  - Select the Payment Plan option.
  - Follow the on-screen instructions to be put on the plan

**Undergraduates**

	6 or Less Units	6.1 or More Units
<b>Down Payment</b> (Campus Fees + IPP fee)	\$747.00	\$747.00
<b>2nd Installment</b>	\$529.00	\$912.00
<b>3rd Installment</b>	\$529.00	\$912.00
<b>4th Installment</b>	\$529.00	\$912.00

**Credential Program**

	6 or Less Units	6.1 or More Units
<b>Down Payment</b> (Campus Fees + IPP fee)	\$747.00	\$747.00
<b>2nd Installment</b>	\$614.00	\$1,058.00
<b>3rd Installment</b>	\$614.00	\$1,058.00
<b>4th Installment</b>	\$614.00	\$1,058.00

**Post-Baccalaureate <sup>1</sup>**

	6 or Less Units	6.1 or More Units
<b>Down Payment</b> (Campus Fees + IPP fee)	\$747.00	\$747.00
<b>2nd Installment</b>	\$651.00	\$1,123.00
<b>3rd Installment</b>	\$651.00	\$1,123.00

<b>4th Installment</b>	\$651.00	\$1,123.00
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<sup>1</sup> Post-Baccalaureate classification includes 2nd Bachelors.

**Education Doctorate**

	6 or Less Units
<b>Down Payment</b> (Campus Fees + IPP fee)	\$747.00
<b>2nd Installment</b>	\$1,853.00
<b>3rd Installment</b>	\$1,853.00
<b>4th Installment</b>	\$1,853.00

**Doctorate Physical Therapy**

	6.1 or More Units
<b>Down Payment</b> (Campus Fees + IPP fee)	\$747.00
<b>2nd Installment</b>	\$2,691.00
<b>3rd Installment</b>	\$2,691.00
<b>4th Installment</b>	\$2,692.00

- Non-resident Tuition Installment Payment Plan
  - If you are a domestic non-resident or International student, you are eligible for this plan (unless you have previously defaulted). The education code allows a non-resident student to pay the required non-resident tuition on an installment basis; limited to three equal installment payments. A 15% non-refundable administrative fee will be assessed on the total non-resident amount. You are responsible for the due dates of the installment plan as stated on your contract. You will not receive paper bills in the mail.
  - Non-resident students who wish to use the tuition installment plan **MUST** go to Bursar's Office in Lassen Hall 1001 to sign an agreement. At that time you will be required to pay registration fees. Non-resident students may use both the Tuition Installment Payment Plan, and the Non-resident Tuition Installment Payment Plans.
  - A \$15.00 late fee will be assessed for each late payment.

**Note:** State University Fee and Nonresident tuition installment payment plans are available for the Fall and Spring semesters only.

**Other Fees and Charges**

<b>Application Fee</b>	\$55.00
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This fee is payable upon application for admission or readmission by all new students or students returning after an absence of two or more semesters.

**Parking**

**Semester Permits**

All students, staff, and faculty are eligible to purchase a parking permit. A permit does not guarantee the holder a parking space in any given area at any given time. Sacramento State is not responsible for lost or stolen parking permits.

**Student Permit Amounts**

Automobiles, per semester	\$171.00
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Motorcycles, mopeds, per semester	\$43.00
Weekly Permits	\$11.00
Daily Permits	\$6.00
Automobiles, summer	\$114.00
Motorcycles, summer	\$29.00

Temporary permits are non-refundable.

### Residence Hall Student Permits & Carpool Permits

Contact the Transportation and Parking Services Department, (916) 278-7275.

Weekly and semester parking permits are available for purchase by showing a valid Sacramento State OneCard at the Bursar's Office located in Lassen Hall or the University Transportation & Parking Services (UTAPS) office. Daily parking permits are available from a daily parking permit machine or at the UTAPS office.

Purchase parking permits online at [www.csus.edu/utaps](http://www.csus.edu/utaps) (<http://www.csus.edu/utaps>). As an alternative, parking permits may be purchased in person at the UTAPS Office or the Bursar's Office. Go to [www.csus.edu/utaps](http://www.csus.edu/utaps) (<http://www.csus.edu/utaps>) for more information.

<b>Campus Services I.D./OneCard (Initial or Replacement)</b>	\$15.00
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<b>Late Payment Fee</b> - when payments are not made by their due dates.	\$15.00
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<b>Checks and Credit Card Charges returned for any cause</b>	\$20.00
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In the event a check or credit card payment for registration fee is returned, the total penalty fee is \$45 (\$20.00 returned check or credit card fee and a \$25 late registration fee if applicable). **If not cleared within 7 days from notice, student will be subject to cancellation without further notice.**

**Liability** - if we pursue collection, you could be liable for three times the amount of the check, up to \$1,500 - plus the face value of the check and court costs (per California Civil Code, Chapter 522, Section 1719).

**Stop Payment** on a check or credit card payment of registration fees is not acceptable as notice of withdrawal from classes. "Stop Payment" checks or credit cards returned to the University will be pursued through legal collection procedures, and the student will be responsible for all collection costs.

**Bad Checks - persons having more than one check returned to the University from the bank will not have any checks accepted for their duration at Sacramento State. This includes checks written by another party on the individual's behalf.** These persons are required to make payment by cash, money order, cashier's check, credit or debit card only.

<b>Late Registration Fee</b> - This fee applies to those registering during the late registration period. This also applies to those who have been cancelled and are re-registering during this period.	\$25.00
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<b>Late Add Fee</b> - This fee applies to those who have been cancelled and are reenrolling for the same term as of the 1st day of instruction or later.	\$10.00
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<b>Transcript of record fee</b>	\$8.00
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<b>Transcript RUSH fee (in addition to regular fee)</b>	\$15.00
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<b>All file document request</b>	\$15.00
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<b>Re-enrollment</b> - This fee applies to those who have been cancelled and are reenrolling for the same term as of the 1st day of instruction or later.	\$100.00
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<b>Writing Placement for Juniors fee</b>	\$25.00
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<b>Writing Placement for Graduates fee</b>	\$20.00
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**Course Fees** - Campus departments may add additional course fees to your account. Most of these fees are added at the time of registration or shortly thereafter. These departments are, but not limited to: Art, Biology, Chemistry, Geology, Kinesiology, Music, Nursing, Theatre Arts, and Writing Placement for Juniors fee.

### Library Book Fees

1. Non-refundable late return book fees are assessed at \$10.00 per item, after 44 days.
2. Lost book fees will include book replacement cost, a \$10.00 processing charge and a \$10.00 overdue fine.
3. A \$10.00 penalty fee will be charged on recalled books which are not returned by due date.

<b>Replacement of books/equipment</b>	Cost of item lost or broken
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### Graduation and Thesis Fees

Graduation and Diploma fee for degree candidate	\$63.50
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Graduation Date Change Fee	\$28.00
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Rush/Expedited Fee	\$15.00
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Replacement Diploma	\$20.00
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Diploma Cover	\$20.00
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### Caps and Gowns (sold by the ASI Student Store)

Baccalaureate Degree	\$35.00
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Master's Degree	\$57.50
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### Student Accident and Sickness Insurance (per year)

Rates vary yearly. Please contact the Associated Students, Inc. Business Office at (916) 278-7782.

**Note:** Required of all students on A, F, or J visas unless adequate health coverage from some other source is demonstrated to the Office of Global Education.

<b>Thesis/Project microfilming and binding fee</b>	\$60.00
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**Note:** This is not a complete listing of all fees that may be charged by the University. The fees listed were the most accurate available as of this posting and are subject to change. Courses that require student use of special materials or services may be charged a course fee.

## Refund Regulations

Bursar's Office  
Lassen Hall 1003  
(916) 278-6736

### Refund of Mandatory Registration Fees Including Nonresident Tuition

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, California Code of Regulations. For purposes of the refund policy, mandatory fees are defined as those systemwide and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support, special session, and extended education programs or courses at the California State University are governed by a separate policy established by the University, available at [http://www.csus.edu/aba/Student-Financial-Services/fees\\_deadlines\\_refunds.html](http://www.csus.edu/aba/Student-Financial-Services/fees_deadlines_refunds.html)

In order to receive a full refund of mandatory fees, less an administrative charge established by the campus, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available [http://www.csus.edu/aba/Student-Financial-Services/fees\\_deadlines\\_refunds.html](http://www.csus.edu/aba/Student-Financial-Services/fees_deadlines_refunds.html).

For state-supported semesters, quarters, and non-standard terms or courses of four (4) weeks or more, a student who withdraws during the term in accordance with the University's established procedures or drops all courses prior to the campus-designated drop period will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

A student who, within the campus designated drop period and in accordance with the campus procedures, drops units resulting in a lower tuition and/or mandatory fee obligation shall be entitled to a refund of applicable tuition and mandatory fees less an administrative charge established by the campus.

For state-supported non-standard terms or courses of less than four (4) weeks, no refunds of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes, in accordance with the University's established procedures and deadlines, prior to the first day of instruction for state-supported non-standard terms or courses or prior to the first meeting for courses of less than four (4) weeks.

Students will also receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The fees were assessed or collected in error;
- The University canceled the course for which the fees were assessed or collected;
- The University makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances and the chief financial officer of the University or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the University.

Information concerning any aspect of the refund of registration fees may be obtained from:

Elena Larson, Bursar  
Student Account Services  
6000 J Street, Lassen Hall 1003  
Sacramento, CA 95819  
Phone (916) 278-6736.

### Refunds

The Application Fee, Installment Fee, Reenrollment Fee, and Late Registration Fee are NOT refundable.

Refunds will first be applied to any outstanding debt owed to the University. Refunds of checks, echecks, or debit payment will be subject to a waiting period of 10 business days. International payments will be subject to a waiting period of 20 business days. Students who OFFICIALLY withdraw or drop units within the published deadlines do not need to complete an Application for Refund for resident and non-resident fees as refunds will automatically be issued.

Students who believe they have extenuating circumstances that warrant a refund after the published deadlines must submit a Refund Application with a complete explanation of the circumstances and any supporting documentation to the Bursar's Office.

### Withdrawing from all classes

Students who officially withdraw from the University prior to the first day of instruction will receive a 100% refund of Graduate Business Professional fees, tuition fees, campus fees, and non-resident tuition (minus a \$10 processing fee). After this date students are eligible to receive a pro-rated refund only if withdrawing from all classes. If registration fees have not been paid in full at the time of withdrawal, the balance due will be pro-rated.

Beginning with the first day of instruction through the 60% date of the semester, refunds will be on a pro-rata basis using the official withdrawal date. Students are not eligible to receive a refund for withdrawing after the 60% date. The pro-rata refund will be calculated by the number of CALENDAR days from the first day of the semester to the date of withdrawal, regardless of when a student enrolled or when the course began.

To officially withdraw you must complete and file a Withdrawal Form at the Student Services Center in the Lassen Hall 1st floor lobby.

### Drop in Units

Students who drop from full to half time by the end of the second week of the semester are eligible to receive a 100% refund of the difference in tuition fees, minus a \$10 processing fee. Non-resident students who drop units by the end of the second week of the semester are eligible to receive a 100% refund of the difference of non-resident tuition minus a \$10.00 processing fee. Resident and Non-resident students who drop from full to half-time after these dates are not eligible to receive a refund. It is the student's responsibility to become familiar with policies and procedures concerning add/drop and refund deadlines.

Resident students who drop units from full-time to half-time and non-resident students who drop units by the campus add/drop deadline will receive a refund of the difference in tuition fees and/or applicable non-resident tuition. Please note that the processing of drop-in-unit refunds will not begin until after the first two weeks of the term. If you received financial aid (including loans), your refund will not be considered until after the first four weeks of the term.

## Non-Credit/CEU Refund

Extension course tuition refund applications must be submitted to the University's College of Continuing Education prior to the first meeting of the class for a full refund, less a \$10 processing fee. If a student withdraws on or after the first class session, the following applies:

Meetings	Full Refund	65% Refund Less \$10	No Refund Less \$10
9 or more	Prior to 1st class	Before 3rd class	After 3rd class
5-8	Prior to 1st class	Before 2nd Class	After 2nd class
4 or less	Prior to 1st class	None	None

## Special Session Academic Credit Refund

A \$10 processing fee is charged on all Special Session tuition refunds. Refund applications must be submitted to the University's College of Continuing Education prior to the first meeting of the class for a full refund. If a student withdraws on or after the first class session, the following applies:

Obtaining approval to drop a class does not grant you an automatic refund of course fees.

Refunds are still issued per your program's refund policy. Generally, refunds are allowed according to the following timeline:

- If you drop before the class starts, you will get a full refund minus a \$10 processing fee.
- If you drop any time within the first 25% of the course, including the first day of class, you will get a 65% refund minus a \$10 processing fee. If you have not paid for your course yet, you will still owe the other 35% of your tuition. This fee will remain due on your account.
- If you drop after the first 25% of the class has elapsed, you will not receive a refund. If you have not paid for your course, all fees will remain due on your account.

If you dropped after the full or partial refund deadline and would like to request a refund, please contact your program coordinator.

Not attending or not logging into your class does not remove your responsibility to pay your course fees if you are still officially enrolled.

## Parking Refunds

Parking fee refund applications will be honored only if the student returns the parking permit with the refund application. The amount of parking fee refund will be determined by the following schedule:

### Fall/Spring

Time Limit	Amount of Refund
Before first day of class	100% of fee
1-30 calendar days	75% of fee
31-60 calendar days	50% of fee
61-90 calendar days	25% of fee

None thereafter

### All Summer

Time Limit	Amount of Refund
Before first day of class	100% of fee
1-25 calendar days	67% of fee
26-50 calendar days	33% of fee
None thereafter	

**Note:** Weekly and daily permits are non-refundable.

## Fees NOT Refundable

Application Fee, Late Registration Fee, Enrollment Cancellation Fee, State University Installment Payment Plan Administrative Fee, Non-resident Tuition Installment Payment Plan Administrative Fee, Weekly and daily permits

## Financial Aid Refunds/Return of Title IV

Student Service Center  
Lassen Hall Lobby  
(916) 278-6554

A student who receives aid and withdraws, drops units, is expelled, etc., during or after the first day of enrollment will be reviewed in accordance with the Federal Title IV Student Financial Assistance Return of Title IV. The federal regulations require that Sacramento State provides for a refund using the pro-rata calculation if the student withdrew on or before 60 percent of the enrollment period.

Students are required to "officially" withdraw from the University. In the event that the student's progress does not reflect attendance, the unofficial withdrawal date used will be the mid-point of the term.

A repayment situation may occur when a student receives aid and ceases attendance. The Federal Formula will determine if the disbursement was greater than the student's expenses up to the withdrawal date. The student must repay any excess amount.

## Tuition, Fees and Debts Owed to the Institution

Should a student or former student fail to pay a fee or a debt owed to the institution, including tuition and student charges, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of charges and 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 charges and fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable

collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact:

Elena Larson, Bursar  
Bursar's Office, 6000 J Street  
Lassen Hall 1003  
Sacramento, CA 95819  
Phone (916) 278-6736

The SFSC, or another office on campus to which the SFSC may refer the person, will review all pertinent information, provided by the person and available to the campus and will advise the person of its conclusions.

### **Cancellation of Registration, Dropping Units or Withdrawal from the Institution**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar at (916) 278-8088.

Students who receive financial aid funds must consult with the Financial Aid Office prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.