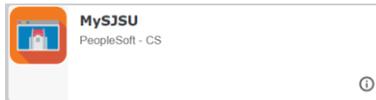


One Washington Square, San José, CA 95192-0138

**Overview**

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

1. Go to <https://one.SJSU.edu>



2. Select the MySJSU application (type in the search bar if necessary)
3. Log in using your SJSU ID number and password (the [DUO app](#) is required)

A screenshot of the SJSU Sign In page. At the top is the SJSU logo with "SAN JOSÉ STATE UNIVERSITY" to its right. Below the logo is the heading "Sign In". There are two input fields: "SJSU ID Number" with a masked input field containing "#####" and a red error message below it that says "This field cannot be left blank"; and "Password" with a masked input field containing "SJSUOne Password" and a toggle icon. Below the password field is a checkbox labeled "Keep me signed in". At the bottom is a blue "Sign In" button. Below the button are three links: "Forgot password?", "Unlock account?", and "Help".

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

The screenshot shows the SJSU Student Center interface. The left-hand menu is expanded, and 'Finances' is selected. A red circle highlights 'Finances' and a red arrow points to 'Enroll in Payment Plan'.

- Select the first radio button for the housing IPP and click **next**.

The screenshot shows the SJSU Student Center interface with the payment plan selection screen. A red arrow points to the first radio button for the housing IPP, and another red arrow points to the 'Next' button.

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.

SELECT	PAYMENT PLANS	MAXIMUM AMOUNT	NUMBER OF INSTALLMENTS	FIRST DUE DATE
<input type="radio"/>	SPRNG2242_01/14-02/14_HSG Payment Plan for Housing ONLY	50,000.00	3	02/17/2024
<input type="radio"/>	SPRNG2242_10/31-02/14_REG 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 2024 payment due dates (including initial payment dates) are: January 17, 2024, February 17, 2024, March 20, 2024 and April 17, 2024. (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: <a href="https://www.sjsu.edu/bursar/payment-refunds/installment-payment-plan.php">https://www.sjsu.edu/bursar/payment-refunds/installment-payment-plan.php</a> 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: <a href="https://www.sjsu.edu/bursar/docs/steps/view_due_dates.pdf">https://www.sjsu.edu/bursar/docs/steps/view_due_dates.pdf</a> 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. <a href="https://www.sjsu.edu/bursar/payment-refunds/prorate-refund/index.php">https://www.sjsu.edu/bursar/payment-refunds/prorate-refund/index.php</a>	50,000.00	3	02/17/2024

Currency used is US Dollar.

**Cancel** **Next**

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

San Jose State University Student Center - Tessa Castro

1 MAKE A PAYMENT 2 SELECT PAYMENT METHOD 3 SPECIFY PAYMENT DETAILS 4 CONFIRM PAYMENT

You have selected SPRNG2242\_10/31-02/14\_REG  
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 2024 payment due dates (including initial payment dates) are: January 17, 2024, February 17, 2024, March 20, 2024 and April 17, 2024.  
(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/prorate-refunds/index.php>

Eligible Charges 2,871.00  
Plan Amount 50,000.00  
Number of Installments 3

DUPLICATE DATE	INSTALLMENT	ADMINISTRATIVE FEE	TOTAL INSTALLMENT
02/17/2024	957.00	35.00	992.00
03/19/2024	957.00		957.00
04/17/2024	957.00		957.00
Total	2,871.00	35.00	2,906.00

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.

Previous Next

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**.

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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 2024 payment due dates (including initial payment dates) are: January 17, 2024, February 17, 2024, March 20, 2024 and April 17, 2024.  
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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/prorate-refunds/index.php>

Plan Amount 2,871.00  
Administrative Fee 35.00  
Total Plan Amount 2,906.00  
Number of Installments 3

DUPLICATE DATE	INSTALLMENT	ADMINISTRATIVE FEE	TOTAL INSTALLMENT
02/17/2024	957.00	35.00	992.00
03/19/2024	957.00		957.00
04/17/2024	957.00		957.00
Total	2,871.00	35.00	2,906.00

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.

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

Yes, I have read the agreement

The agreement is dated 01/31/2024

Previous Enroll

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.