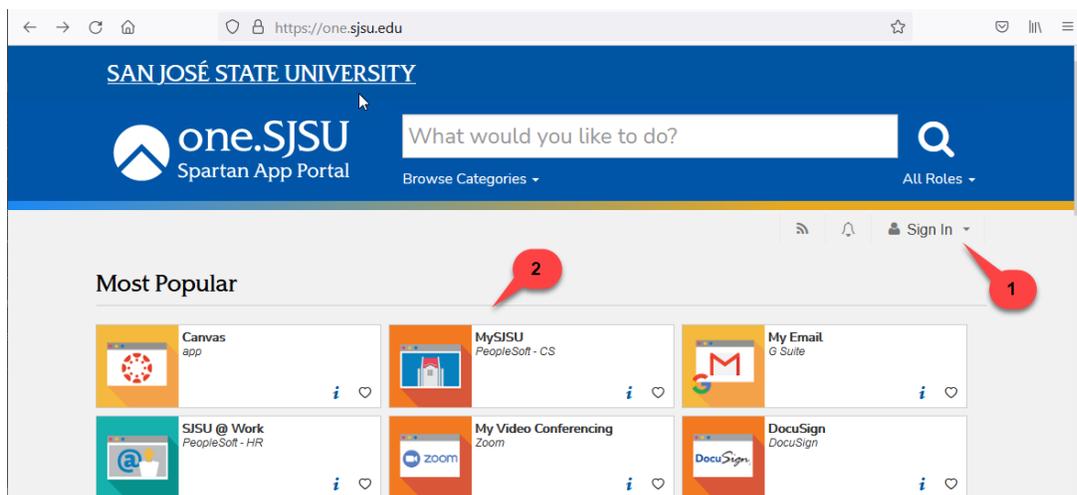


How to Enroll in a Housing Payment Plan

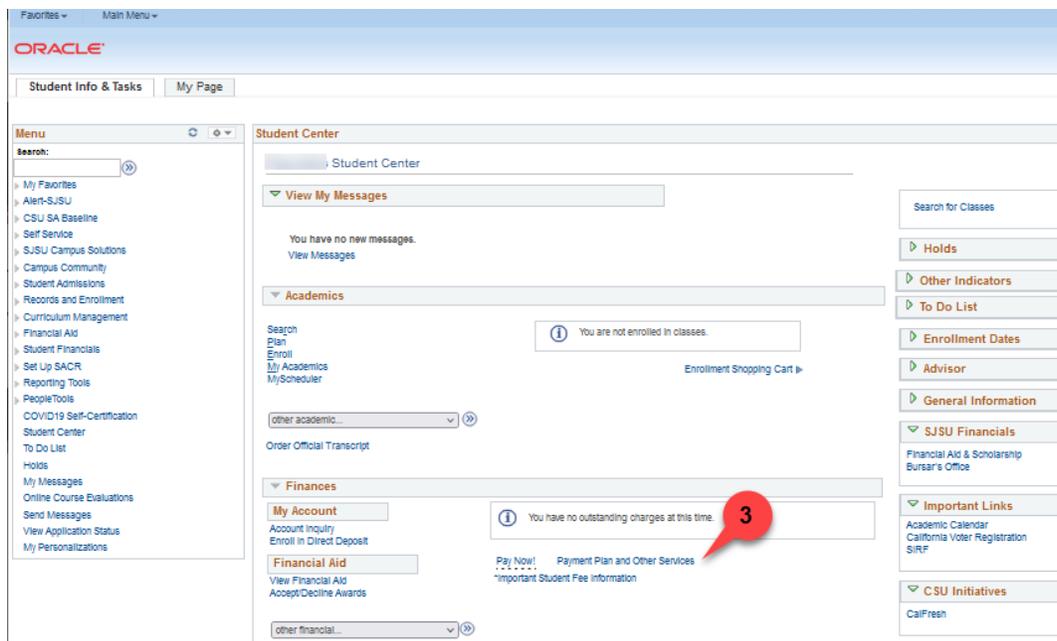
Overview

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

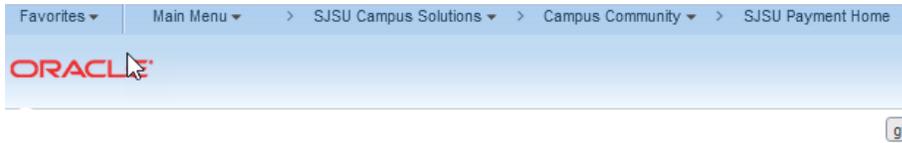
1. Go to <https://one.sjsu.edu/> and log in using your SJSU ID number and password.
2. Select the MySJSU app.



3. Select "Payment Plan and Other Services"



4. 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/installment-payment-plans/index.html

[Enroll in payment plan](#)

Faculty/Staff Payments and Deposits

Your browser must allow popups from this site.

[Make a payment/deposit](#)

5. Select the first radio button, “Payment Plan for Housing”

Enroll in Payment Plan | 1098T Tax Form

Enroll in 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 Plans	Maximum Amount	Number of Installments	First Due Date
<input type="radio"/> Payment Plan for Housing ONLY	50,000.00	4	01/16/2022
<input type="radio"/> 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 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.			
<input type="radio"/> (Payment plan is NOT Available for Special Session or Open University students)	50,000.00	3	02/16/2022

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

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>

Currency used is US Dollar.

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

- Click Next
- Review the installment Plan. Note the number of installments, eligible charges, and due dates (screenshot pricing is for demonstration purposes only).

go to

Account Inquiry | Account Services

Enroll in Payment Plan | 1098T Tax Form

Enroll in Payment Plan
1
2
3
4

2. Review Installments

You have selected Payment Plan for Housing ONLY.

Payment Plan for Housing ONLY

7

Eligible Charges	5,000.00
Plan Amount	50,000.00
Number of Installments	4

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
01/16/2022	1,250.00	35.00	1,285.00
02/16/2022	1,250.00		1,250.00
03/19/2022	1,250.00		1,250.00
04/16/2022	1,250.00		1,250.00
Total	5,000.00	35.00	5,035.00

Currency used is US Dollar.

Important: The Installment Schedule is based on your current eligible charges of 5,000.00. 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.

Cancel
Previous
Next

- Click the "Previous" button to change your selection
- Click "Next" to proceed

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
01/16/2022	1,250.00	35.00	1,285.00
02/16/2022	1,250.00		1,250.00
03/19/2022	1,250.00		1,250.00
04/16/2022	1,250.00		1,250.00
Total	5,000.00	35.00	5,035.00

Currency used is US Dollar.

Important: The Installment Schedule is based on your current eligible charges of 5,000.00. 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.

Cancel
Previous
Next

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

Account Inquiry | Account Services

Enroll in Payment Plan | 1098T Tax Form

Enroll in Payment Plan

3. Agreement

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

Payment Plan for Housing ONLY

You are about to enroll in Payment Plan for Housing ONLY. [Select a Different Plan](#)

Payment Plan for Housing ONLY

Plan Amount	5,000.00
Administrative Fee	35.00
Total Plan Amount	5,035.00
Number of Installments	4

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
01/16/2022	1,250.00	35.00	1,285.00
02/16/2022	1,250.00		1,250.00
03/19/2022	1,250.00		1,250.00
04/16/2022	1,250.00		1,250.00
Total	5,000.00	35.00	5,035.00

Currency used is US Dollar.

Important: The Installment Schedule is based on your current eligible charges of 5,000.00. 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 of the 4 installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 11/04/2021 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 Housing Payment Plan

Arshia Hamzehpour Savojbalaghi

[Account Inquiry](#)

[Account Services](#)

[Enroll in Payment Plan](#) | [1098T Tax Form](#)

[Enroll in Payment Plan](#)



4. Result

Congratulations!

You have successfully enrolled in Payment Plan for Housing ONLY.
Please keep the installment schedule for your reference.

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
01/16/2022	1,250.00	35.00	1,285.00
02/16/2022	1,250.00		1,250.00
03/19/2022	1,250.00		1,250.00
04/16/2022	1,250.00		1,250.00
Total	5,000.00	35.00	5,035.00

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[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 14,111.00.

- Due Now 0.00
- Future Due 14,111.00

What I Owe

Campus	Term	Outstanding Charges & Deposits	Total Due
San Jose State Bursars Office	Spring 2022	14,111.00	14,111.00
Total		14,111.00	14,111.00

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

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.

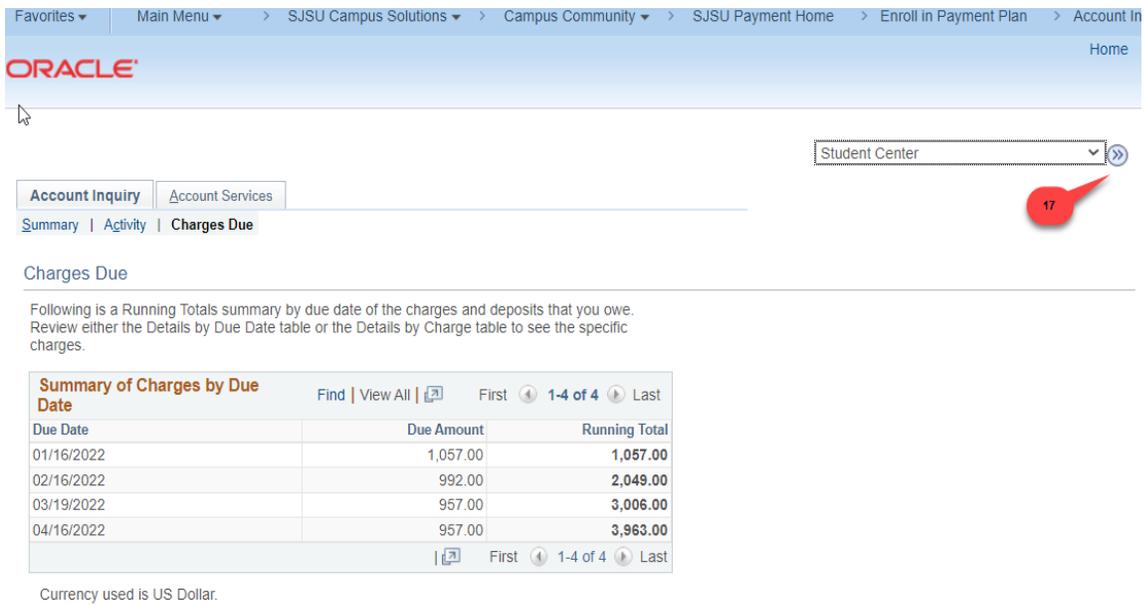
Summary of Charges by Due Date Find | View All | First 1-4 of 4 Last

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

First 1-4 of 4 Last

Currency used is US Dollar.

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

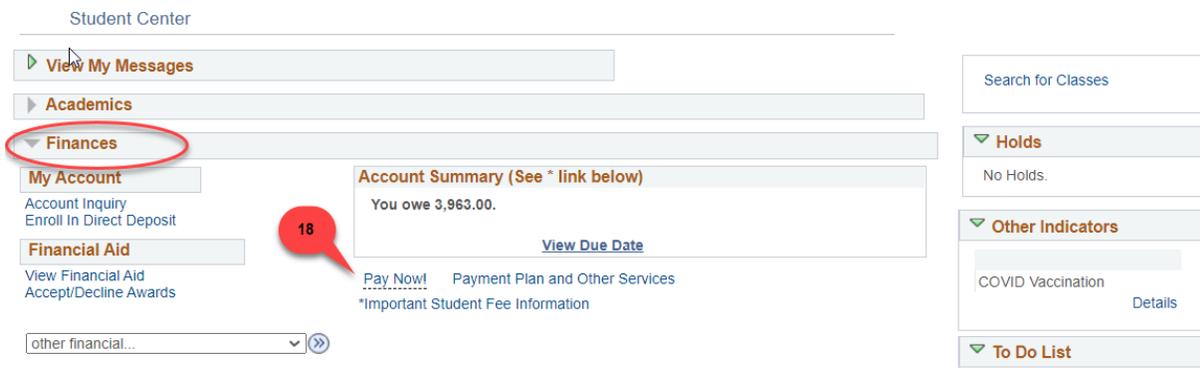


Summary of Charges by Due Date

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



Student Center

View My Messages

Academics

Finances

My Account

Account Inquiry

Enroll In Direct Deposit

Financial Aid

View Financial Aid

Accept/Decline Awards

Account Summary (See * link below)

You owe 3,963.00.

View Due Date

Pay Now! Payment Plan and Other Services

*Important Student Fee Information

Search for Classes

Holds

No Holds.

Other Indicators

COVID Vaccination

Details

To Do List