

STUDENT FEES

Student Fees, including tuition, campus and housing fees are assessed on student accounts and can be viewed in the MySJSU portal. These charges can be paid by one of the following methods:

1. Online via MySJSU.
2. At the Cashier's window in the Student Services Center or placed in the Bursar's Office drop box located outside the SSC building.
3. By Mail.

Students should never pay Faculty members directly for any services or goods.

The university also maintains online storefronts (eMarket) that can be used to provide other goods and services to students which can be paid for by credit card.

For more information, please visit the Bursar's Office website:
http://www.sjsu.edu/bursar/payment_refunds/methods/index.html

DEPARTMENT REVENUES/FUNDS

All department revenues must be deposited into a campus approved account through the Bursar's Office or a University Auxiliary. NO exceptions are allowed. Deposit funds as noted in the table below:

	Tower Foundation	Research Foundation	Campus	Associated Students
Donor Funds	x			
Contracts & Grants		x		
Workshops & Conferences		x		
Campus Operating Budget			x	
Student Fees			x	
Convocations or Graduations - held by department			x	
Convocations or Graduations - held/managed by Student Organization				x

For more information, please visit the Revenue Generating Activities website:
http://www.sjsu.edu/finance/policies_guidelines/revenue_generating/

RISKS

1. Field Trips - A Student Travel Informed Consent Form is required for any off-campus activity. Please refer to the Field Trip Policy for more information.
2. Holiday & Special Events – Additional insurance may be needed.
3. International Travel – Foreign travel insurance is required for all faculty, staff, and students traveling outside the United States on university business. Don't forget to print out a copy of the Travel Assist Card which is available on the International Travel Website.

For more information, please visit the Risk Management website:
http://www.sjsu.edu/finance/about_us/budget/risk_mgmt/index.html

QUESTIONS?

FinanceConnect

(408) 924-1558

financeconnect@sjsu.edu

<http://www.sjsu.edu/fabs/connect/>

