Payments: Academic Credit Degree and Certificate Programs

Please note the following:

• You are not considered fully registered until you have paid your fees.
• We will no longer call students about outstanding balances. You will receive reminder e-mail messages until your balance due is received.
• If you fail to pay by the deadline as stated below, you will be disenrolled.
• The system will automatically update your fees and post them to your MySSU Student Center within 24 hours. We have prepared online payment instructions to illustrate the steps.
• We accept the following bank cards: Visa, MasterCard, Discover, and American Express.

<table>
<thead>
<tr>
<th>Registration Period</th>
<th>Method</th>
<th>Payment Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 13—December 31</td>
<td>Online</td>
<td>December 31</td>
<td>Recommended for financial aid students</td>
</tr>
<tr>
<td>January 1—February 5</td>
<td>In person or via phone</td>
<td>At time of registration</td>
<td>$25 late fee</td>
</tr>
<tr>
<td>After February 5</td>
<td>No registration</td>
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</tbody>
</table>

The system cannot accept registrations January 1—20 due to University processing requirements. If you register during this time period, your registration will be held and your class(es) will appear in your MySSU Student Center around January 28.

Paying at time of registration:

You may elect to pay online at the time you register.
• After you are done registering, select Student Center from the pull-down menu at the bottom of the page, then hit the arrow button.
• Click on the Account Inquiry link under the blue Finances bar. Your account balance will be updated and displayed.
• Use the green Make Online Payment button.

Paying after registration:

If you pay any time after registering, follow these steps:
• Credit Card: choose from these options
  o Log in to your MySSU account and use the green View Bill or Make a Payment button; or
  o At the Login Portal, choose the Payments button; or
  o Call the SEIE office at 707-664-2394 between 8 AM and 4:30 PM Monday—Friday.
• Check or Money Order:
  o Make payable to Sonoma State University
  o Deliver in person to the SEIE office, Stevenson Hall 1012; or
  o Mail to this address. Be sure to allow at least 5 business days before the deadline.

SSU School of Extended and International Education
1801 E Cotati Ave
Rohnert Park, CA 94928
Financial Aid students:

Financial aid may be available to students who are enrolled in an academic credit program of 30 units or more. Please go to the Financial Aid website for more information.

- Remember to regularly check your Seawolf e-mail and MySSU accounts for updates.
- Failure to complete required to-do items may result in delay of disbursement, which could require you to pay your fees up front and be reimbursed later.
- You must reapply for financial aid every year. You are not automatically re-enrolled, and you must complete all to-do items, including entrance counseling, before funds will be disbursed.
- If your financial aid does not disburse in a timely manner, or if your award is insufficient to cover your fees, you are responsible for paying the balance by the stated deadlines.

Veterans or Dependents of Veterans:

If you are active duty personnel or a reservist, or a veteran or retired military, or a dependent of one of those categories, you may qualify for funding. Please contact the Veterans Affairs office. They may require documentation, such as a DD214 or a military ID.

Dropping a Class/Withdrawing from the Program:

- You may drop classes online up to December 31. After that time, you must call the SEIE office at 707-664-2394.
- If you plan to withdraw from your program entirely, please contact your program coordinator immediately for further instructions.

Refunds:

- Full refunds are only issued if you drop before the first day of class.
- After the first day of class, fees are prorated until 60% of the semester has passed. After that time, no refunds are issued.
- Our full refund policy is on our main site under Drop/Refunds, www.sonoma.edu/exed/

<table>
<thead>
<tr>
<th>Refund date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to day before 1st day of class</td>
<td>100 %</td>
</tr>
<tr>
<td>1st day of class through April 6</td>
<td>Prorated based on percentage of semester attended</td>
</tr>
<tr>
<td>April 6 onward</td>
<td>No refunds</td>
</tr>
</tbody>
</table>