Dear JST Student,

This email provides critical information and required steps regarding billing for the Spring 2020 semester. Please read this email in its entirety as a guide to prepare for the start of the spring semester on February 3, 2020.

It is important to note that all students are required to submit payment BEFORE the beginning of each term. Specifically, all students will receive a bill on January 1 with a spring payment deadline of January 21. Details and deadlines follow below.

Please contact the One Stop Office via email at onestop@scu.edu or phone 408-551-1000 with any questions. Our office hours are M-F 8:30am - 5:00pm.

**Pre-Payment:**
On January 1, an email will be sent to your SCU email account letting you know that your first billing statement is available, which will include *anticipated tuition charges*. If you applied to be a full-time student at JST you will be automatically billed for nine credits of *anticipated tuition*; if you applied to be a part-time student you will automatically be billed for three credits of *anticipated tuition*; if you applied as a Renewal student you will be automatically billed $7,000, which covers the program fees. Your January 1 billing statement will also include any JST specific scholarships (anticipated financial aid) which will be calculated based on your *anticipated enrollment*. Charges billed on January 1 must be paid by the payment deadline of January 21.

**General Registration:**
New students will register for classes at orientation on Tuesday, January 28. On February 3, students will receive an updated bill with tuition charges and anticipated financial aid awards based on *actual enrollment*, as opposed to *anticipated enrollment*. In many cases, students will end up enrolling in more credits than they pre-paid for, and as a result, will have an additional balance which will need to be paid by February 21. When you receive your February 3 bill, please review your account and any changes to your tuition charges and financial aid award. Your account will continue to be updated based on *actual enrollment* until the add / drop period ends on Friday, February 14.

**Housing & Student Insurance:**
Students who have a contract to live in JST housing will be billed on January 1 with payment due on January 21.

Students who are enrolled at least half-time or greater, and all F-1 students regardless of units, are required to have health insurance. Once you register for classes, those students who meet the criteria should expect to see the charge on their February 3 billing statement. Students who have their own health insurance must complete an online waiver by February 7 to have the health insurance charges reversed from their student account. Students who wish to utilize the SCU sponsored health insurance plan can enroll online as well. All waivers must be completed by February 7 or the health insurance charge will remain on your student account and must be paid by February 21.
Click here to learn more about health insurance requirements and pre-enrolling in the SCU sponsored insurance plan or submitting the waiver.

**Note:** Online degree students and non-degree students are not subject to the health insurance requirement.

International students on the F-1 or J-1 visa will be automatically enrolled on the SCU student health insurance plan. This charge will appear on the February 3 billing statement after you have registered for classes.

**Payment Options:**
Please log into ecampus.scu.edu and select the Financial Account tile and then SCU Pay Site to make your payment. For additional information related to payment policies, please refer to the Bursar website at: www.scu.edu/bursar.

- **Payment Plans** - enroll in an online monthly payment plan by January 21 to allow your balance to be paid in four monthly installments. There is a $40 non-refundable enrollment fee for this option per term. Please note that payment plans cover only one semester at a time, so you will need to re-enroll each term. Payment plans are not available during Intersession and Summer.

- **Financial Aid** – if your financial aid will cover all of your student account charges, please ensure you complete all of your requirements **prior to** the January 21 payment deadline in order to avoid late fees and holds.

- **International payments** – can be made simply and securely through Flywire at https://flywire.com/pay/scu

- **Authorized User** – students whose tuition is paid by a third party will be required to add that individual as an Authorized User. You can learn how to complete this process by clicking here.

- Remit paper check payment by mail to the address listed on the online billing statement. Please include remittance and the student’s ID# for proper application of payment. Please allow ample time for mail delivery.

Please contact our office with any questions.
Sincerely,
SCU One Stop & Bursar's Office

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