

Santa Clara University



Billing and Payment Information 2020-2021

This and other key financial information is located on the Bursar Office website at:

www.scu.edu/bursar

Billing Statements are processed on the first business of the month and are available to view online via eCampus. Simply go to www.scu.edu/ecampus and continue with your appropriate login.

Students – you will need to provide your parents, spouse or any other third party assisting with your education costs, (we call them Authorized Users) with a login to this site. Here's how:

1. Go to www.scu.edu/ecampus
2. Login
3. Click the 'Financial Account' tile, click SCU Pay Site.
4. Click 'Send a payer invitation' and follow the instructions.

Parents/Family members – Your student is the only one that can grant you access to our online bill/pay system. Once your student has completed the initial set-up, you will receive an email with your pin/temporary password and instructions on how to utilize the site.

FERPA – Family Education Rights and Privacy Act

The University is prohibited from releasing financial and record information on a student's account without a release authorized by the student. Students may choose to release specific information to those authorized by completing an online **FERPA release form** located under the Academics tile on the Student Center page.

Payment Methods

Electronic –

- **ACH via eCampus** using a valid checking or savings account. *The system cannot process payments via line of credit, business or money market accounts, etc.*

- **Bill/Pay via your banking institution.** Your bank will send us a paper check so please make sure your student's SCU ID# and name is located on the check or remittance advice.

College Savings and Check Payments – Student Name and SCU ID# should accompany all check payments and made **payable to Santa Clara University.**

Please remit payment to: SCU Payment Processing, PO Box 550, Santa Clara CA 95052-0550

Do not forget to include the billing advice or other clear student identifying information on all payments remitted by mail to avoid posting error and/or delays with processing your payment.

Pay in Person - Check or cash payment can be made at the Enrollment Services Center. Please check the website for their operating hours at: <https://www.scuedu/onestop/>. Please note that the University does not accept debit or credit cards for payment of student account charges.

International Wire Transfer – Quick and secure fund transfer typically in your home currency. Go to www.flywire.com/pay/scu to find out how simple it is. Have questions? There is 24/7 multilingual customer support by phone, email, live chat or Skype.

Term Payment Plans are available once the initial term/semester bill has been processed. This is an **online only** plan and payment is remitted via ACH. Enroll by each terms payment deadline to maximize plan benefits with equal monthly installments. Plan participants will have to enroll each term. There is a non-refundable enrollment fee of \$40 per term to join.

Tuition Insurance Protection The unexpected happens so be prepared! We have partnered with A.W.G. DEWAR, Inc. to provide protection from loss of funds paid toward tuition, should your student need to withdraw from school for medical reasons. This is an extremely low cost plan that could literally save your family thousands of dollars!

Dewar Enrollment Rates*

Undergraduate - \$70/term; \$210 Fall-Winter-Spring

Graduate* - (avg) \$33/term; \$99 Fall-Winter-Summer

Law* (avg) - \$111/term; \$222 Fall-Spring

**will differ for Cohort Programs*

For more information about the Dewar Tuition Insurance Plan, please visit the [Bursar](#) Website.

Tuition Refund Policy

Students are limited to the first week of each term/semester to receive a 100% tuition refund, less applicable fees, so make sure to review and understand SCU's refund policy.

100% refund – week 1 (add/drop period)

50% refund – week 2

25% refund – week 3

The above rates only apply to students that completely withdraw from the University.

Undergraduate students that drop classes after the first week of school **will not** have any adjustment in tuition.

Please review the University's policy at: www.scu.edu/bursar/refunds.

2020-2021 Important Dates

	FALL	WINTER	SPRING
Undergraduate			
Payment Deadline	August 21	December 21	March 21
Last Day for 100% Tuition Refund	September 25	January 8	April 5
Graduate			
Payment Deadlines	August 21	December 21	March 21
Last Day for 100% Tuition Refund	September 25	January 8	April 5
Law School			
Payment Deadline	July 21		December 21
Last Day for 100% Tuition Refund	August 21		January 15

Jesuit School of Theology

Payment Deadlines

August 21

January 21

Last Day for 100% Tuition Refund September 11

February 12

Further information on billing, payment and refund policies are located at: www.scu.edu/bursar

CHECKLIST

- ✓ **STUDENTS** - set up your **AUTHORIZED USERS** if others are assisting you with paying your education costs.
- ✓ **Complete the online Health Insurance Waiver form** at www.scu.edu/cowell/insurance by July 24 to avoid being charged the annual insurance rate.
- ✓ **Complete an online FERPA.** This will help students and parents considerably through your duration at SCU.
- ✓ **Review your BILLING STATEMENT every month** to avoid unnecessary penalty fees.
- ✓ **BE AWARE** of the tuition refund deadlines or you may be penalized for dropping late.
- ✓ **APPLY FOR a Parent Plus or Alternative Loan early** if you need additional funds to help cover education costs. This process can take 3-4 weeks. More information can be found at www.scu.edu/financialaid.
- ✓ **SUBMIT IRS VERIFICATION** documents by the deadline to avoid aid cancelation. IRS filing extensions do not qualify as a deferment of payment to the University. Payment is required by our published deadlines.
- ✓ **DEWAR TUITION INSURANCE.** Please consider the insurance option as it could literally save you thousands of dollars in out of pocket expenses!
- ✓ **STUDENTS – READ** key information sent to your official SCU gmail account.

Bursar Office

Contact Information 408-551-1000 OneStop@scu.edu