



Enroll in the Installment Payment Plan

Overview: This student guide demonstrates how to enroll in the Installment Payment Plan. Please email sa@csusb.edu with any questions about this process.

Go to MyCoyote (my.csusb.edu)

1. Sign in and go to the Student Center.

COYOTE ID

Enter Coyote ID & Password

Coyote ID

Password

Activate Your Account

Forgot / Change Password

Login Clear

Technology Support Center

Website: <https://support.csusb.edu/>
Phone Support: 909-537-7677 (24/7)
Email Support: support@csusb.edu
Office Location: PL-1108 (Pflau Library Wedge)
In-Person Support Available: Mon-Fri 7:00 am – 10:00 pm, Sat-Sun 7:00 am – 7:00 pm

The Student Center Page Displays

2. Click the “Enroll in Payment Plan” link under the Finances tab

Student Center

Finances

My Account

[Account Inquiry](#)

[Enroll In Direct Deposit](#)

[enroll in Payment Plan](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

other financial... >>

Account Summary

You owe 385.34.

Due Now 0.00

Future Due 385.34

Currency used is US Dollar.

[*Important Student Fee Information](#)

[make a payment](#)

The Enroll in Payment Plan, Select Payment Plan Page displays

3. Select the payment plan and click the Next button

Favorites Main Menu Self Service Student Center Enroll in Payment Plan

ORACLE

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Account Inquiry Account Services

Enroll in Payment Plan

1. Select Payment Plan

You are eligible to enroll in the following payment plan. Please follow the 4-step process to begin the enrollment process. Please note that to activate your enrollment you will need to make your first payment by the established due date.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
Winter 2162 Standard 3Pmt Plan			
Winter 2162 Standard IPP - 3 Payments	15,000.00	3	12/04/2015

Currency used is US Dollar.

CANCEL NEXT

The Enroll in Payment Plan Review Installments page displays

- 4. Review the installment due dates and amounts. Select the Next button.

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Account InquiryAccount Services

Enroll in Payment Plan

2. Review Installments

You have selected Winter 2162 Standard 3Pmt Plan.

Winter 2162 Standard IPP - 3 Payments

Eligible Charges:385.34

Plan Amount:15,000.00

Number of Installments:3

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
12/04/2015	128.46	22.00	150.46
01/04/2016	128.44		128.44
02/04/2016	128.44		128.44
Total	385.34	22.00	407.34

Currency used is US Dollar.

Important: The Installment Schedule above is based on your current eligible charges as shown above. If charges that are placed in this plan are reversed or reduced or if you receive Financial Aid your installment payment will be automatically adjusted.

CANCEL

PREVIOUS

NEXT

The Enroll in Payment Plan Agreement page displays

- 5. Review the installment schedule and terms of the payment plan.

FavoritesMain MenuSelf ServiceStudent CenterEnroll in Payment Plan

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Account InquiryAccount Services

Enroll in Payment Plan

3. Agreement

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

Winter 2162 Standard 3Pmt Plan

You are about to enroll in Winter 2162 Standard 3Pmt Plan.

Winter 2162 Standard IPP - 3 Payments

Plan Amount:385.34

Administrative Fee:22.00

Total Plan Amount:407.34

Number of Installments:3

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
12/04/2015	128.46	22.00	150.46
01/04/2016	128.44		128.44
02/04/2016	128.44		128.44
Total	385.34	22.00	407.34

Currency used is US Dollar.

Important: The Installment Schedule above is based on your current eligible charges as shown above. If charges that are placed in this plan are reversed or reduced or if you receive Financial Aid your installment payment will be automatically adjusted.

In accepting this installment payment plan agreement I understand and agree to all of the following terms for the current quarter: that I am an admitted student for the current quarter and understand that this does not guarantee my enrollment in any classes.
* ALWAYS CHECK YOUR MYCOYOTE ACCOUNT FOR THE MOST UP TO DATE AMOUNTS DUE.
PAYMENTS: Payments may be made in person at the University Bursar Office UH 035, online on MyCoyote home site under SB Make Payments, or mailed to the University. Payments must be received by the due date specified above. The mailing address for payments is CSUSB, University Bursar Office UH 035, 5500 University Parkway, San Bernardino, CA 92407-2397.
FAILURE TO MAKE YOUR FIRST PAYMENT BY THE SCHEDULED DUE DATE MAY RESULT IN YOUR CLASSES BEING CANCELLED.

* The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).
DELINQUENT PAYMENT PENALTIES: If any installment payment is not received by the payment due date, all services, including, but not limited to, registration, provision of grades and transcripts, and graduation, will be withheld by CSUSB until I pay the amount due. If any payment is not received by the payment date, I agree to pay a \$25.00 missed deadline fee for each missed payment and interest at the rate of 10% per annum, and my payment will be counted as delinquent. I authorize CSUSB to pursue collection activities to collect any past due amount, including referral of my agreement to a collection agency and to a credit bureau organization, and to the release of information concerning the past due amount when necessary to collect the delinquency. I agree to pay reasonable collection costs including court costs and attorneys' fees.
REFUND POLICY: If I officially withdraw from CSUSB after the last day to drop classes as published in the Schedule of Classes, I agree to continue to pay all installment payments by the contracted due dates and will not be eligible for a refund of any fees paid. If I officially withdraw from CSUSB on or before the last day to drop classes as published in the Schedule of Classes, I will receive a prorated refund of applicable fees in accordance with the refund policy published in the Schedule of Classes, and I will not be required to pay any further installment payments.
THE \$22.00 INSTALLMENT PAYMENT PLAN PROCESSING FEE IS NON-REFUNDABLE. Parking must be purchased separately at the Bursar Office or Parking Services. Failure to meet the payment deadline may cause your registration to be canceled.
FINANCIAL AID: If Financial Aid is received subsequent to the signing of this contract, I agree to continue to make installment payments on or before the date printed above, or, at the time Financial Aid funds are disbursed whichever dates occurs first. I understand that my installment payments are due at the time of my first Financial Aid disbursement, if payment has not already been made. I understand that an award of financial aid does not cancel my installment payment obligation.
By clicking the box below, I accept this Installment Payment Plan Agreement and agree to all of the foregoing provisions.
The agreement is dated: 11/02/2015 ☒ Yes, I have read the agreement

CANCEL

PREVIOUS

ENROLL

- 6. Check the box indicating that you have read the agreement.
- 7. Click the Enroll button.

The Enroll in Payment Plan, Results Page displays

Congratulations! You have enrolled in the Installment Payment Plan!

8. Click the **View My Account** button to see your account balance.

Enroll in Payment Plan

1234

4. Result

Congratulations!

You have successfully enrolled in the Installment Payment Plan. Please print your installment schedule below for your reference or click on the "Due Charges" link under Finances in your Student Center.

PLEASE NOTE: Your Installment Payment Plan will not be activated until you make your first payment.

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
12/04/2015	128.46	22.00	150.46
01/04/2016	128.44		128.44
02/04/2016	128.44		128.44
Total	385.34	22.00	407.34

Make a Payment

VIEW MY ACCOUNT

The Charges Due Page displays

9. To pay your first installment, click the **Make a Payment** button.

Favorites

Main Menu

Self Service

Student Center

Enroll in Payment Plan

Account Inquiry

ORACLE

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Account Inquiry

Account Services

summary

activity

charges due

payments

pending aid

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		
Due Date	Due Amount	Running Total
12/04/2015	150.44	150.44
01/04/2016	128.45	278.89
02/04/2016	128.45	407.34

Currency used is US Dollar.

Details by Due Date

Currency used is US Dollar.

View By

All Terms

go

Details by Charge			
Charge	Due Date	Term	Amount
Winter 2162 Standard 3Pmt Plan - Installment Payment Plan	12/04/2015	Winter 2016	128.44
Winter 2162 Standard 3Pmt Plan - Installment Payment Plan Charge	12/04/2015	Winter 2016	22.00
Winter 2162 Standard 3Pmt Plan - Installment Payment Plan	01/04/2016	Winter 2016	128.45
Winter 2162 Standard 3Pmt Plan - Installment Payment Plan	02/04/2016	Winter 2016	128.45
Total due for this view			407.34
Total due			407.34

Currency used is US Dollar.

MAKE A PAYMENT

Account Inquiry Account Services