

From: "AVP, Finance and Administrative Services" <AVP-fas@csusb.edu>
Date: Monday, April 6, 2020 at 4:56 PM
Cc: colleagues@groups.csusb.edu
Subject: CSUSB - Changes to Spring Quarter 2020 Late Fees and Course Material Fees

Dear CSUSB Student,

As we continue to navigate the impact of COVID-19 and the challenges each of you might be facing at this time, CSUSB will be implementing additional changes to the spring 2020 late payment penalties and additional fees. **All changes are in effect for Spring Quarter 2020 only.** Please read the following carefully:

- **Registration Holds for Late and Outstanding Payments** – students with outstanding balances for spring 2020 only will be able to make registration adjustments through the end of the drop/add window. No registration holds will be applied for spring 2020 for outstanding balances. Students are reminded that they remain responsible for any outstanding balances.
- **Late Registration Payment Fee** – this \$25 fee will not be assessed for spring 2020.
- **Installment Payment Plan (IPP)** - students utilizing installment plans will not be charged either the installment fee or the late fee for spring 2020 only.
- **Course and Material Fees** – each College Dean will determine whether Course and Material fees will be charged for spring 2020. This determination will be made based on whether the approved additional materials (or equivalent materials in an on-line environment) for each course will be received by students in the class. If students will not receive the additional materials, the fee will be waived for spring 2020. Please allow a few weeks of instruction for this determination and for the appropriate adjustments to be made to your student account. The Student Financial Services website will be updated to reflect which course material fees remain in effect for spring 2020.
- **Student Housing Late Payment Fee** - students in on-campus housing will not be charged a late fee for spring 2020 payments.
- **Student Housing Cancellation Fee** – students in on-campus housing who wish to cancel their housing agreement may do so without any cancellation fees or penalties. Please contact the Department of Housing and Residential Education to complete the cancellation process of submit a cancellation request through the Housing Portal at www.csusb.edu/housing.

Students who have experienced a significant change in their household financial situation are strongly encouraged to contact the Office of Financial Aid or Student Financial Services to discuss additional support alternatives. Both offices are providing services to students from off-

campus. Please do not come to campus for service, instead, contact the office for direct service or an appointment.

For grant and loan questions, contact the Office of Financial Aid.

Email: financialaid@csusb.edu

Website: www.csusb.edu/financial-aid

Phone: 909/537-5227

For billing and payment questions, contact Student Financial Services.

Email: sfs@csusb.edu

Website: sfs.csusb.edu