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**Study Abroad Payment Procedure – Palm Desert Students**

**How to pay Application/Program Fees**

1. Email Jamie Ayala at [jamie.ayala@csusb.edu](mailto:jamie.ayala@csusb.edu) and let her know that you are ready to pay your **application fee/program fees**. She will email you an attachment (Deposit Slip) which you will need to print out and use to make the payments.
2. Take this form and your payment to the Rodger’s Gateway Building, second floor, room 203.
   1. Cash, checks and debit cards are accepted for no fee.
   2. Make checks payable to CSUSB and please write your name and CGM country of study abroad in the "Memo" or "For” section.
3. Once paid, please email Ms. Ayala to let her know.

**How to pay Tuition Fees**

1. Please DO NOT make tuition payments until CSUSB College of Extended Learning (CEL) registers you in the course. The Center for Global Management will email you once you are registered and you can make a payment (sometime after the application deadline).
2. Students will need to call (909) 537-5975 to pay over the phone with credit/debit card (Visa, MasterCard, and American Express) or they can send a check by mail. Checks payable to "College of Extended Learning" and please write your name and country of study abroad in the "Memo" or "For"