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**CSUSB Students – Payment Procedure for**

**Faculty Led Study Abroad Programs**

**How to pay Application/Program Fees**

1. Pick up a deposit slip from CGM staff in JB-404
2. Take this form and your application fee or program fee to the Bursar's Office in UH-035.
	1. The Bursar's Office accepts cash, checks and debit cards for no fee.
	2. Make checks payable to CSUSB and please write your name and country of study abroad in the "Memo" or "For section.
3. Once paid, return the yellow receipt along with required application documents to CGM staff in JB-404

**How to pay Tuition Fees**

1. CSUSB College of Extended Learning (CEL) will register students based on the information provided by the Center for Global Management (CGM). Students should not enroll in classes through MyCoyote.

*NOTE:* Students will not be able to make tuition payments until they are enrolled in the course (sometime after the application deadline). CGM will notify students by email once they are enrolled.

1. Students will have the following payment options:
	1. Visit SH-101 to pay in person via credit/debit card (Visa, MasterCard, and American Express), cash, or check. Checks payable to "College of Extended Learning" and please write your name and country of study abroad in the "Memo" or "For" section.
	2. Call (909) 537-5975 to pay over the phone with credit/debit card.