

# Guide to Understanding Charges

Cal Poly's Student Accounts Office has prepared this guide to assist you in understanding the charge activity that is posted on your student account and how it is displayed in the Cal Poly student portal – 'Money Matters' tab, 'Account Summary' portlet. All amounts included in this guide are for informational purposes only and subject to change. Actual charges that you may incur vary based on several factors. Please log into your student portal on a routine basis to monitor your account balance and activity.

Charges posted in the student account may include:

**Registration and Tuition Fees** – Charged quarterly at the time of enrollment. General information on fees can be found at <https://afd.calpoly.edu/fees/>.

California residents are charged either part-time or full-time Registration and Tuition Fees based on Undergraduate or Graduate career and college. Part time is 6 units or less and full time is more than 6 units. (Note: Full-time student status and financial aid eligibility have different unit requirements.) Included is a \$2 voluntary Student Involvement & Representation Fee (SIRF). To learn more about SIRF please visit <https://afd.calpoly.edu/fees/sirf>.

Non-residents are charged a Non-Resident Tuition Fee per unit per quarter in addition to Registration and Tuition Fees.

International students are charged a quarterly International Student Fee in addition to Registration and Tuition Fees and, if applicable, Non-Resident Tuition Fee. International students are also enrolled and charged for mandatory health insurance. For more information please visit <http://international.calpoly.edu/index.html>.

Graduate students in the College of Business pursuing an Accountancy, M.S.; Business Administration, M.B.A.; or Business and Technology, M.S. are charged a Professional Program Fee per unit per quarter in addition to Registration and Tuition Fees and, if applicable, Non-Resident Tuition Fee and International Student Fee.

Effective Fall 2015, a *Commencement Fee* will be automatically charged *once* to the student account for each degree program. Undergraduates are charged when the student's Expected Academic Progress (EAP) is 75% or greater. Graduates are charged their first term or later. For more information please visit <https://afd.calpoly.edu/fees/commencement-fee>.

**On-Campus Housing & Freshman Dining Plan** – Charged annually (Fall, Winter & Spring terms) in August

On-Campus Housing and Dining Plan charges are based on a completed contract. Amounts are determined by housing assignment and the associated dining plan chosen. Initial charges/payments posted earlier in the year reduce the annual balance charged in August. Additional housing charges may be incurred for winter break housing or summer term housing.

**Miscellaneous Course Fees** - Charged quarterly based upon enrollment in specific courses with lab or material fees.

**Other Miscellaneous Charges** - charged as incurred

- Health Center charges – Based upon services or items received.
- Housing miscellaneous charges – Lost access cards, key changes, or damages.
- Late Registration Fee - \$25 late registration fee charged if you register for your first class after the 1<sup>st</sup> and 2<sup>nd</sup> round registration appointments (i.e. during open enrollment). Exception for block enrolled freshman in fall term.
- Late Appeal Add Fee - \$20 late appeal fee charged for each class added through the Office of the Registrar during appeal period after term begins.

## Account Activity & Charges Due Examples:

Provided below are screenshots from the Cal Poly student portal's 'Money Matters' tab, 'Account Summary' portlet.

Account Activity can be accessed from the 'View Account Activity' link on the 'Money Matters' tab – 'Account Summary' portlet or from the Student Center (Single Click Links) - 'Finances' section – 'other financial' drop down menu.

Note: Charge amounts used in examples below represent estimated 2016/2017 charges for a freshman student in that academic year (which may not represent current rates), California resident, living on campus in a residence hall double occupancy with a residence hall dining plan.

### 'Money Matters' tab examples

**Example 1)** Student assigned to Res Hall Triple and paying personally for Registration and Tuition Fees, Housing and Dining Plan. Paid Initial Housing \$500 and Dining Plan \$1,000 at time of contract between January and July; annual charges posted in August are net of initial payments.

Housing and Dining Plan payment options: a) Pay remaining annual charge between August 4<sup>th</sup> – 15<sup>th</sup> or b) automatic enrollment in Payment Plan. Payment Plan consists of eight installments due the first of each month September through April. A \$21 one-time non-refundable enrollment fee will be added. Housing and Dining Plan quarterly amounts and due dates viewable in 'account activity' and 'due charges' are applicable only to financial aid students approved for deferral and not a personal payment option.

Student Account Balance	Payments	Financial Aid	Payment Plans
Registration & Other Fees	\$3,027.00		
Housing	\$6,256.00	<a href="#">View Payment Plan Installments</a>	
Dining	\$4,168.00		
<b>TOTAL</b>	<b>\$13,451.00</b>		

[View Account Activity](#)

[View Unpaid Charges & Balances by Term](#)

Registration and Tuition Fees are charged per quarter. Housing & Dining fees are charged annually.

For more info view [HOW & WHEN TO PAY.](#)

#### Notes:

Registration and Tuition Fees charged quarterly. Payment required by due date to prevent class cancellation.

Housing and Dining Plan charged annually. Pay in full or pay by monthly installment.

## Account Summary

Student Account Balance

Payments

Financial Aid

Payment Plans

### Housing Installments Remaining

Due Date			<a href="#">View Unpaid Charges</a>
09/01/2016	Housing PPL Installment	\$782.00	<a href="#">View Account Activity</a>
10/01/2016	Housing PPL Installment	\$782.00	<a href="#">View Payments</a>
11/01/2016	Housing PPL Installment	\$782.00	
12/01/2016	Housing PPL Installment	\$782.00	
01/01/2017	Housing PPL Installment	\$782.00	
02/01/2017	Housing PPL Installment	\$782.00	
03/01/2017	Housing PPL Installment	\$782.00	
04/01/2017	Housing PPL Installment	\$782.00	
<b>Total Housing Installments Remaining</b>		<b>\$6,256.00</b>	

Example of Housing Plan charges enrolled in monthly Installment Payment Plan.

First installment due September 1<sup>st</sup>.

Total of 8 installments.

\$21 one-time non-refundable enrollment fee charged.

**Example 2)** Student assigned to Res Hall Triple and approved to use Financial Aid as payment method for Registration and Tuition Fees, Housing and Dining Plan. Financial Aid is disbursed quarterly and automatically applied to charges approved for 'deferral' or payment by financial aid. See messages next to amounts for confirmation of deferral. 'Not Subject to Cancellation' next to Registration and Tuition Fees ensures that your classes will not be cancelled for non-payment while awaiting financial aid disbursement. The system due date will indicate the published due date for personal payment (last day of Round 2 enrollment appointments), but the financial aid award and message indicates the due date is overridden or extended until the financial aid disbursement date for the term (usually the Monday before the term begins). Your student account is in good financial standing as long as financial aid is disbursing on schedule and paying quarterly amounts in full. Payment for any shortfall of aid is expected on the day after aid disbursement. Visit [fees.calpoly.edu](http://fees.calpoly.edu) and the current year fee schedule for specific dates.

**Account Summary**

[Refresh](#)

Student Account Balance	Payments	Financial Aid	Payment Plans
Registration & Other Fees		\$3,027.00	Not Subject to Cancellation
Housing		\$7,360.00	Deferred by Financial Aid
Dining		\$5,147.00	Deferred by Financial Aid
<b>TOTAL</b>		<b>\$15,534.00</b>	

[View Account Activity](#)

[View Unpaid Charges & Balances by Term](#)

Registration and Tuition Fees are charged per quarter. Housing & Dining fees are charged annually.

Not Subject to Cancellation indicates an extension of the due date until the term's first financial aid disbursement date.

For more info view [HOW & WHEN TO PAY](#).

**Notes:**

Financial aid anticipated to pay fees as each term's aid award disburses the week before the term begins. Due dates automatically extended and confirmed by messages next to amounts.

Housing and Dining Plan charged annually. No initial payments made.

NOTE: Students may have a mix of payment methods (personal payment and financial aid). The messages next to the amounts/balances indicate the payment method acknowledged by the Student Accounts Office.

If you have questions about your payment method, please contact us via email [studentaccounts@calpoly.edu](mailto:studentaccounts@calpoly.edu) or (805) 756-1428 Monday – Friday 8 am – 5 pm.

New student information and payment instructions available on our webpage at <https://afd.calpoly.edu/student-accounts/>.