



Student Account –How To's

Before Fall Semester at USD - A To Do List

1. Be admitted to USD- Go Torero's
2. Authorize payers to view and pay ebill
 - a. Submit FERPA Release
3. Pay tuition, fees, room and meal plan
 - a. Payment in full
 - b. Have Fin Aid?
 - c. Enroll in Installment Pymnt Plan
4. Submit Title IV Authorization form
5. Sign up on line for direct deposit for refunds

How to...

1. **Establish an authorized payer to access the "MyUSDStudent" portal to view and pay your bill**
 - Login to My.SanDiego.edu
 - Click on the FERPA page under Torero Hub tab
 - Click on Add Authorized User
 - Click on Expand next to Authorized User's Name and complete the "Profile" and "Authorization" tabs

This authorization satisfies the FERPA (Family Education Rights and Privacy Act of 1974) requirement that allows USD representatives to discuss billing information with authorized users.

2. **Pay Tuition, Fees, room and meal plan**

Payments received after the due date will be charged monthly interest late payment fee of 0.833%. The monthly percentage of .833 is calculated by dividing the 10% APR by 12 months. Postmark dates will not be considered.

Payment in Full

- Login to My.SanDiego.edu
- Click on the Torero Hub Tab
- Click on the My Student Account page
- Click the My Online Student Account link
- Click on Make a Payment

Payment Due Dates:

- Fall: August 24th (Law Students-Aug 19th)
- Spring: January 20st (Law Students-Jan 6th)

Enroll in a 5-month Installment Payment Plan

A \$50.00 Administrative Fee will be charged upon enrollment each semester (Intersession, summer & study abroad are not eligible).

- Login to My.SanDiego.edu
- Click on the Torero Hub Tab
- Click on the My Student Account page
- Click the My Online Student Account link
- Click on Enroll in Installment Payment Plan

Installment Payment Due dates:

- Fall: 1st of each month, August through December
- Spring: 1st of each month, January through May

University of San Diego
5998 Alcalá Park
San Diego, CA 92110

3. **Submit Title IV Authorization form**

Authorize USD to pay miscellaneous charges (ex. citations, library fines, etc.) on a student account with credits remaining from Title IV financial aid, including Federal Pell Grant, Federal SEOG, Academic Competitiveness Grant, National Smart Grant, TEACH Grant, Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, and Federal PLUS loans.

Without this authorization, miscellaneous charges will not be paid and an enrollment hold will be placed on future registration.

- Login to My.SanDiego.edu
- Click on the Torero Hub Tab
- Click on the My Student Account page
- Click on **Authorize Title IV to pay misc charges**

4. **Sign up online for e-Refund (direct deposit)**

Direct deposit authorizes the University to electronically transfer credit balances from student accounts directly to a personal checking or savings account. Refunds not directly deposited are mailed to the student's mailing address on file and typically take between 3-5 business days to receive.

- Login to My.SanDiego.edu
- Click on the Torero Hub Tab
- Click on the My Student Account page
- Click the My Online Student Account link
- **Follow eRefund (direct deposit) instructions**

Have Questions?

We are here to assist you! Call (619) 260-2700 or email the One Stop Student Center at onestop@sandiego.edu

Methods of Payments

- Online checks (also known as electronic checks or e-checks)
- Personal checks (postdated checks are **NOT** accepted)*
- Money orders and bank checks *
- Cash payments (in person only)

* Make checks payable to the University of San Diego. Please include the student identification number to ensure proper posting.

Account Access: Online Payments

With the MySanDiego Portal, USD students may view and pay bills online, access billing and payment history, and download and print a copy of a bill to send payment through US Mail.

A bill may be viewed or payment may be made online at <https://my.sandiego.edu>

Bank Wire Transfers

Funds in U.S. Dollars only, can be wired directly to:

Wells Fargo Bank
420 Montgomery St.
San Francisco, CA 94104
ABA Routing Number: 121000248 (for domestic wires)
SWIFT Code: WFBIUS6S (for foreign wires)
Account Name: University of San Diego
Account Number:
127200 *plus* 7 digit student account number plus 0000

For efficient and timely processing, please include student's name and ID number.

Payment Mailing Address:

University of San Diego
Attn: Student Financial Services
5998 Alcalá Park
San Diego, CA 92110

In-person check and cash payments are accepted at the: One Stop Student Center, Hahn University Center, Room 126.

Refund Policy

Overpayments

If a student account is overpaid, including financial aid credits, the student may be entitled to a refund.

Please Note: Students may sign up for their refund to go electronically to a bank account via direct deposit on their MySanDiego account. If they are not signed up their refund will be mailed to the **mailing address** we have on file. Refunds sent electronically could take up to 3-5 working days from date of request. Refunds that are mailed may take up to 21 working days to process.

Refunds of Title IV Funds

Students who receive funds from Federal Pell Grant, Federal SEOG, Federal Perkins Loan, Federal Stafford or PLUS Loans and withdraw from the University, are subject to the Return of Title IV Funds regulations. Contact the One Stop Student Center for information about your account.

Refunds and Adjustments of Tuition Charges

Students who are admitted and register for courses at the University of San Diego are financially responsible for fees and charges associated with the courses. In the event it becomes necessary for a student to drop one or more courses, or completely withdraw from the University, and academic charge adjustment may be made. Before the beginning of each semester, please familiarize yourself with the "**Refund Policy**" and "**Registration Deadlines**" sections of the **Academic Bulletin** and the **Academic Calendar**.

Refund of Housing and Meal Plan Charges

If a student needs to withdraw during the semester, Room and Meal Plan adjustments will be based on the withdrawal date. Contact the **Residential Life Office** at (619) 260-4777 for housing information.

Other Important Registration and Fee Payment Policies

Class registration is not officially completed until all tuition and fees are paid, except for those students who have formally enrolled in the University's monthly installment plan.

Please note: Students who have not paid their account in full (or are not current with the installment plan payments) on or before the published payment deadlines will be subject to late fees, cancellation of course enrollment and housing assignment, and the application of holds which will prevent transcript release and registration privileges.

Reserved classes may be revoked if the student does not complete fee payment by the assigned fee payment dates in August and January for the fall and spring semesters respectively.

Late and Return Check Fees

Beginning Fall 2013, a monthly interest late fee of .833 will be imposed on all students who do not complete fee payment by the deadline in the **Academic Calendar**. The monthly percentage of .833 is calculated by dividing the 10% APR by 12 months.

Accounts paid by check which is returned by the bank uncollected are not considered paid. There is a \$25 service charge for returned checks. A .833% monthly interest late payment fee, if applicable, may be charged to the student account if a check is returned. This fee is in addition to the \$25 service fee.

By establishing a student account, and/or approving a payment deferment request, USD, a not-for-profit institution of higher learning, has extended credit the student solely for the purpose of financing his/her education. The student is agreeing that any balance due is acknowledged by the student as a student loan and will be considered non-dischargeable under Chapters 13 and 7 of the federal and state laws governing bankruptcy.

For a comprehensive list of all University Policies, please refer to the current applicable online Undergraduate, Graduate or Law Student Bulletin.

Need Assistance? Contact the One Stop Student Center at (619) 260-2700. You can also visit the Hahn University Center, room 126. They can also be reached via email at onestop@sandiego.edu.