



If you can't pay Registration Fees in full, you may use the **Installment Payment Plan**. There is a \$60.00 nonrefundable service charge and is paid along with an initial payment of \$800.00. The Installment Payment Plan is essentially a loan and it is important that you understand the terms of use.

Log-in to *Student Account Services* and complete all sections of the form. You will be paying the first payment online using a Mastercard, Discover, American Express, or Electronic Check (using your bank account). **Visa** is **NOT** accepted online. Installment Plan applications and the initial payment are **ONLY** submitted online, but students may pay the **NEXT TWO** payments at the Cashiers Office.

Student Account Services sends e-mail notifications for outstanding bills. Billing notification e-mails are sent each month with installment payments due about 15 days later.

CONTACT INFORMATION



Cashiers Office

SDSU-IV Campus
720 Heber Avenue
Calexico, CA 92231
Tel: (760) 768-5514

www.ivcampus.sdsu.edu/cashiers
[www.sdsu.edu/schedule/fall07/
schedule_po.html#instplan](http://www.sdsu.edu/schedule/fall07/schedule_po.html#instplan)
[schedule_po.html#instplan](http://www.sdsu.edu/schedule/fall07/schedule_po.html#instplan)

SAN DIEGO STATE UNIVERSITY

INSTALLMENT PAYMENT CONTRACT



Set-up Instructions



STEPS TO SET-UP INSTALLMENT PAYMENT CONTRACT

(SET-UP NEEDS TO BE DONE EVERY SEMESTER)

<p style="text-align: center;">Step 1</p> <p>Go to www.sdsu.edu/portal and log-in to Web Portal.</p>	<p style="text-align: center;">Step 2</p> <p>Click on Student Account Services (located on the left-hand side menu).</p>	<p style="text-align: center;">Step 3</p> <p>Student Account Services should open in a new page (You are now logged-in to your account).</p>
<p style="text-align: center;">Step 4</p> <p>Click on Enroll in Fall/Spring “20##” Basic Tuition and Fees Installment Plan .</p>	<p style="text-align: center;">Step 5</p> <p>Read, then click on the box to accept Installment Term and Conditions.</p>	<p style="text-align: center;">Step 6</p> <p>Create an electronic signature then click “Accept”.</p>
<p style="text-align: center;">Step 7</p> <p>Complete the references section. Don't leave blanks (i.e.- if not employed add N/A) and click on “Continue”.</p>	<p style="text-align: center;">Step 8</p> <p>Select your choice of payment method from the options provided, then click on “Continue”.</p>	<p style="text-align: center;">Step 9</p> <p>Carefully complete the bank account, debit/credit card, or check information on the spaces provided.</p>
<p style="text-align: center;">Step 10</p> <p>Review the information before you continue to prevent DISHONORED CHECK CHARGES.</p>	<p style="text-align: center;">Step 11</p> <p>Confirm your billing information and references. If everything is correct, click on “Submit Payment”.</p>	<p style="text-align: center;">Step 12</p> <p>Finished! Don't forget to log-out to protect your information.</p>