



**Santa Clara**  
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# **Santa Clara University One Stop/Bursar Office**

*Your resource for  
Billing,  
Payment Deadlines,  
Online Payments and more...*

**Presented by: Trista San Agustin, Director SCU One Stop**

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## What We Do

- ❖ Management and Oversight of SCU's student accounting records and receivable portfolio for all programs.
  - ❖ Billing (tuition, required fees, health insurance, tuition insurance, room & board, financial aid, miscellaneous charges).
  - ❖ Administration of the SCU Payment Portal and payment plans.
  - ❖ Processing refunds, overpayments to government agencies, college saving accounts, trust funds, etc.
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# Financial Responsibility

- ❖ Students are responsible for adhering to SCU policies and deadlines, not their parents.
- ❖ Students are required to sign a Financial Agreement outlining Santa Clara's terms and conditions each year.
- ❖ Students have access to review their signed Agreement in Workday.
- ❖ Copy of annual agreement is available on Bursar website:

***[www.scu.edu/bursar/financialresponsibility](http://www.scu.edu/bursar/financialresponsibility)***

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# FERPA - Family Education Rights and Privacy Act



Unless the Student completes the FERPA Release

- ❖ The University **cannot** provide information on a student's account or academic progress to any third party, **even parents paying the bill.**
- ❖ If a student would like the University to be able to discuss financial matters and student records with a third party (like parents), the student needs to complete the FERPA Release form. This release may be submitted at any time during the year.



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## What You Need to Know About Billing

A Billing Statement is processed electronically at the beginning of each month and will include:

**Charges:** Tuition, housing, meal plan, insurance, and fees.

**Credits:** Enrollment/housing deposits, payments, financial aid (scholarships, grants and loans)

An e-bill notification will be sent to the student's SCU email and any **Authorized Payer** they have set-up.

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# When To Pay?

**Payment Deadlines:** 21<sup>st</sup> of every month.

**Fall Quarter:**

Bill Issued August 1st - **Due August 21**

**Winter Quarter:**

Bill Issued December 1st - **Due December 21**

**Spring Quarter:**

Bill Issued March 1st – **Due March 21**

\$100 late fee and Registration Hold will apply for past due balances.

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## How To Pay?

❖ **Online Payment Portal: (Preferred Payment Method)**

Make payments online with a United States Checking or Savings Account, or enroll in a term monthly payment plan.

- **No debit or credit cards payments or cash payments will be accepted.**

❖ **International Wire Transfers:** quick, safe and secure via FlyWire.

<https://payment.flywire.com/pay/payment?recipient=SCU>

❖ **529 Plans/Trust Accounts:** Many 529 Providers are set up for Electronic Funds Transfer directly to Santa Clara University. Ask your provider. Otherwise a paper check can be mailed.

❖ **By Mail:** SCU Payment Processing  
PO Box 550  
Santa Clara, CA 95052-0550.

Make sure to include student name and student ID on check.

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# Online Payment Portal - [scu.edu/onestop](https://scu.edu/onestop) Authorized Payer/Parent Login



<https://commerce.cashnet.com/cashnetg/static/epayment/scupay/login>



**SANTA CLARA UNIVERSITY**  
THE JESUIT UNIVERSITY IN SILICON VALLEY

User name

Password

Sign in

[Forgot password](#)





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My Account



**Overview**



Activity Details



Auto Pay



Payment Plans



Make a Payment



Transactions



Statements



Help



Sign Out

## Summary

Your account does not currently have any outstanding charges.

<b>Account Balance:</b>	<b>-\$500.00</b>
<b>Due Now:</b>	<b>\$0.00</b>
<b>Past Due:</b>	<b>\$0.00</b>
<b>Current Due:</b>	<b>\$0.00</b>
<b>Future Due:</b>	<b>\$0.00</b>



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**My Account**



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Sign Out

# My Account

Student name

## Payment methods

[+ Add payment method](#)

## Contact information

Email address

## Notifications

Email notifications

SMS notifications

[Sign up](#)

My Account

## Add a payment method



**Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

### \* Account holder name

**!** Account holder name required

### \* Account type

☒ Checking

☐ Savings

### \* Routing transit number **i**

**!** Enter a valid 9-digit routing transit number

### \* Bank account number **i**



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# Banking Information

YOUR NAME  
1234 Main Street  
Anywhere, OH 00000

123

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

⑆044072324 ⑆000123456789 ⑆123

**ROUTING  
NUMBER**      **ACCOUNT  
NUMBER**      **CHECK  
NUMBER**



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Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

## Payment Plans

3-Month Payment Plan is offered each quarter.

- Fall plan available from **August 1 - Aug 21**
- Winter plan available from **Dec 1- Dec 21**
- Spring plan available from **March 1- March 21**

First payment is made on the day you enroll in the plan.

The next two payments are **automatically deducted** from your bank account on the **15<sup>th</sup>** of each month to follow.

Payment Plans are interest free but a \$40 enrollment fee is charged with the first payment.

**Must enroll in a new plan each quarter!**

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My Account



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## Make A Payment

How much would you like to pay?

### Balance items

☐ Check all | 0 of 1 selected

Description	Balance	Amount
<input type="checkbox"/> Workday Student Account	\$	<input type="text" value="\$0.00"/> <input type="button" value="v"/>

Total balance \$

**Pay amount** \$0.00

*Remaining balance*



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# Statements

## Statements

Date	Description	View	Save
7/1/25	Workday Billing Statement • NEW		
4/1/25	Workday Billing Statement • NEW		
3/3/25	Workday Billing Statement • NEW		
1/2/25	Workday Billing Statement • NEW		



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**Make checks payable to Santa Clara University**

Mail payment to:  
SCU Payment Processing  
PO Box 550  
Santa Clara, CA 95052-0550

## PAYMENT SUMMARY

Billing Date:	03/03/2025
Statement Start Date:	02/01/2025
Statement End Date:	02/28/2025
Amount Due:	No Payment Due
Due Date:	03/21/2025

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If you are mailing a payment, include the top portion. Keep the lower portion for your records.

## Statement Activity

Date	Term	Description	Charge	Credit
02/26/2025	Spring 2025	University Enhancement Fee	\$218.00	
02/26/2025	Spring 2025	Tuition Undergraduate	\$20,213.00	

Statement Activity:

**\$20,431.00**

## Anticipated Aid

Term	Description	Charge	Credit
Spring 2025	Ford Fed Direct Loan Sub		\$1,815.00
Spring 2025	SCU Need-Based Grants		\$11,234.00
Spring 2025	Ford Federal Plus Loan		\$14,599.00

Anticipated Aid:

**\$27,648.00**

**TOTAL AMOUNT DUE:**

**No Payment Due**

## Dewar's Tuition Insurance

- ❖ Students enrolled full time (12 units or more) will be automatically enrolled in Dewar's Tuition Insurance and billed the quarterly fee.
- ❖ Provides protection from financial loss due to **complete medical withdrawal**.
  - ❖ Reimburses 80% of out of pocket tuition cost for any diagnosed medical or mental health withdrawals.
  - ❖ Housing coverage not included. Housing/dining costs prorated based on move-out date.
- ❖ Cost: \$162/Academic Year (Fall, Winter, Spring)
  - ❖ Billed Quarterly: \$54 each Fall, Winter & Spring
- ❖ Students can waive the Tuition Insurance Plan for the year. Deadline: **September 21, 2025**
  - ❖ To waive tuition insurance: [tuitionprotection.com/scu](https://tuitionprotection.com/scu) or call (617)774-1555

It is an **annual** waiver - complete the waiver once per academic year.

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## SCU Student Health Insurance

- ❖ Students enrolled full time (12 units or more) will be automatically enrolled SCU Student Health Insurance.
- ❖ SCU Health Insurance is meant to ensure all full time students have health insurance.
- ❖ Cost: \$3,230/ Academic Year (Fall, Winter, Spring)
  - ❖ Full annual charge will appear on the fall quarter bill each year.
- ❖ Students can waive the SCU Health Insurance **five days after they register for classes.**
  - ❖ Health Insurance waiver is on student's MySCU Portal in the *Gallagher Student Health* tile.
- ❖ Last day to waive health insurance for the year is **September 26, 2025.**

This is an **annual** waiver - complete the waiver once per academic year.

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# Tuition Refund Policy

**Tuition Refund Policy** (for a complete withdrawal from Santa Clara University)

- ❖ 100% by the end of the 1st of class, **September 26<sup>th</sup>** (less applicable fees)
- ❖ 50% by the end of the 2nd week of class, **October 3rd.**
- ❖ 25% by the end of the 3rd week of class, **October 10th.**
- ❖ No refund after the third week of classes.

**Students who drop courses after the first week of class will not receive any tuition refund for those courses.**

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# Refund Process

## Refunds for credit balances

- ❖ Processed the 2<sup>nd</sup> week of school.
  - ❖ Refunds can be sent via direct deposit to the student's bank account (fastest method) or by paper check sent to the address on file (delayed)
    - Students can set up Direct Deposit for refunds in Workday.
    - Students without direct deposit set up will have paper checks mailed to the address on file.
  - ❖ If you prefer that excess funds be applied toward future payments, students can place a No Refund Hold on their account in Workday.
  - ❖ Refunds from a Parent Plus Loan are returned to the parent borrower (unless otherwise specified on the PLUS loan application upon submission).
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## Homework & Tips

- ❖ Set calendar reminders for payment deadlines - **Aug 21st, Dec 21st, March 21st.**
- ❖ Remind your student to set up an Authorized Payer for you and others helping fund their education.
- ❖ Remind your student to complete the FERPA Release in their Workday portal... otherwise we are limited as to what information we can provide to you.
- ❖ If you choose to opt out of the Tuition Insurance Plan, complete waiver by Sunday, **September 21, 2025**
- ❖ Remind your student to complete Health Insurance waiver by Friday, **September 26, 2025**

Reach out to the SCU One Stop Office with any questions! We are here to help!

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## SCU One Stop Team

Phone: 408-551-1000

Email: [onestop@scu.edu](mailto:onestop@scu.edu)

Office hours: M-F 9:00am - 5:00pm

Phone hours: M-F 9:00am - 4:00pm

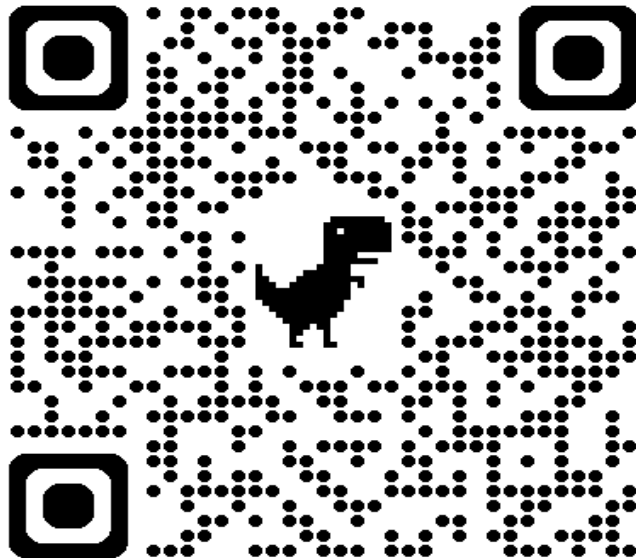




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## Website QR Codes

**SCU One Stop website  
(copy of this presentation)**



**SCU Bursar's Office website  
(copy of this presentation)**

