

Santa Clara University

Billing and Payment Information for 2024-2025

This and other key financial information such as tuition refund dates can be found on the Bursar Office website at: www.scu.edu/bursar

Contact Information: 408-551-1000, Email: OneStop@scu.edu

2024-2025 Important Dates

Undergraduate

	FALL	WINTER	SPRING
Payment Deadline	August 21	December 21	March 21
Last Day for 100% Tuition Refund less fees	September 27	January 10	April 4

Graduate

Payment Deadlines	August 21	December 21	March 21
Last Day for 100% Tuition Refund** less fees	September 27	January 10	April 4

Law School

Payment Deadline	July 21	December 21
Last Day for 100% Tuition Refund	August 23	January 17

Jesuit School of Theology

Payment Deadlines	August 21	January 21
Last Day for 100% Tuition Refund	September 13	February 14

Jesuit School of Theology - Intersession

Payment Deadlines	January 21
Last Day for 100% Tuition Refund	January 7

**** Please refer to program's academic calendar since certain programs have different tuition refund dates.**

Billing Statements are processed at the beginning of the month and are available to view online via your workday portal. Simply click the **Finances** icon, click **Make a Payment** and **Connect to Make Online Payment**, Note: The payment amount can be updated once you are transferred to the payment system, click **Confirm**.

Students – you will need to provide your parents, spouse or any other third party assisting with your education costs, (we call them Authorized Payers) with a login to the billing/payment site. Here's how:

1. Login to your **Workday** portal, Click on **Make a Payment**, Click **Confirm** box.
2. Select **My Account** from the left-hand navigation.
4. Click **Send a Payer Invitation** and enter the required information. It is case sensitive. Click **Send Invitation**.
5. Once complete, an email will be sent to the Authorized Payer with their username and temporary password.

Parents/Family members – Your student is the only one that can grant you access to our online bill/pay system. After you receive your login information email, please log in to the site within 24 hours and immediately change your password. **Please make sure to set up your security questions when you first login** so you can reset your password should you forget. If you don't, your student will need to reset it. SCU personnel do not have the ability to reset passwords.

FERPA – Family Education Rights and Privacy Act

The University is prohibited from releasing financial and record information on a student's account without a release completed by the student. Students may choose to release specific information to those they wish by completing an online **FERPA release form**, click **View Profile**, Choose **Personal**, Click **Additional Data** and then **Edit**, enter information you would like to disclose on the FERPA release form, once you have completed information, click **OK**, then click the **Done** button.

Payment Methods Electronic

- * **ACH via Workday** using a valid *personal* checking or savings account. The system cannot process payments via line of credit, business or money market accounts, etc.
- * **Bill/Pay via your banking institution:** Your bank will mail a paper check to SCU so please make sure your student's SCU ID# and name is located on the check or remittance advice.
- * **Check Payments:** Student Name and SCU ID# should accompany all check payments and be made payable to Santa Clara University.
- * **Please remit payment to:** SCU Payment Processing, PO Box 550, Santa Clara CA 95052-0550

Don't forget to include the billing advice or other clear student identifying information on all payments remitted by mail to avoid posting error and/or delays with processing your payment.

* **529 College Savings:** Student Name and SCU ID# should accompany all 529 distribution check payments and be made payable to Santa Clara University. Plans now have a digital distribution option (electronic ACH) which saves time and improves transparency with real-time payment tracking. When requesting a withdrawal from your college savings plan, check with your plan administrator to see if a digital distribution option is available.

Pay in Person - Check payment can be made at the OneStop during regular work hours 9:00-5:00, Monday-Friday. Please note that the University does not accept cash, debit or credit cards for payment of student account charges.

International Wire Transfer: Quick and secure fund transfer typically in your home currency. Go to <https://scu.flywire.com> to find out how simple it is. Have questions? There is 24/7 multilingual customer support by phone, email, live chat or Skype.

Term Payment Plans are available once the initial term bill has been processed. This is an **online only** plan and payment is remitted via ACH. Enroll by each terms' payment deadline to maximize plan benefits with equal monthly installments. Plan participants have to enroll each term. There is a non-refundable enrollment fee of \$40 per term to join.

Tuition Insurance Protection. The unexpected happens so be prepared! We have partnered with AWG Dewar, Inc. to provide protection from loss of funds paid toward tuition, should your student need to completely withdraw for diagnosed medical or mental health reasons. This is an extremely low-cost plan that could literally save your family thousands of dollars! **All full-time undergraduate students are automatically enrolled in The Plan.** If you do not wish to remain enrolled, please complete the annual waiver online at: <https://www.tuitionprotection.com/scu> by the deadline. Additional information is available on the Bursar website at: www.scu.edu/bursar/tuitionprotection.

Dewar Enrollment Rates*

Undergraduate \$57/term; \$171 Fall-Winter-Spring ... **Graduate*** (avg) \$42 average/term; \$84 Fall-Summer
Law* (avg) \$88/semester; \$176 Fall-Spring ... *will vary by enrollment and program

For more information about the Dewar Tuition Insurance Plan, please send an email to: trp@dewarinsurance.com or visit their website at: www.collegerefund.com.

Tuition Refund Policy

Students have until the end of the official add period of each term to receive a 100% tuition refund, less applicable fees, so make sure to review and understand SCU's refund policy.

100% refund – week 1 (add/drop period)
50% refund – week 2
25% refund – week 3

The above rates only apply to students that *completely withdraw* from the University.

Undergraduate students that drop classes after the first week of school **will not** have any adjustment in tuition. Please review the University's policy at: www.scu.edu/bursar/refunds.