Housing Payment Information

- Students are responsible for making housing payments on or before due dates listed in published payment schedule.
- Amounts due will be dependent on room type assignment and meal plan choice.
- The Housing and Residential Life Office does not mail individual invoices for installment payments. Please mark due dates on the calendar and make payments accordingly on or before those dates.
- All payments must be receipted to student’s University account by published due dates. Debts not paid on time are subject to a $25 late fee and a meal card hold until payment is made. There is no payment grace period to avoid late fee. Please make payments promptly.
- Housing Payments are not accepted in the Housing and Residential Life Office in Sierra Hall.

Housing and Financial Aid

Financial Aid funds can be utilized toward most housing room and board installment payments. However, the $250 application installment must be paid with a student’s personal funds. Financial Aid cannot be used for the $250 payment.

If a student is expecting financial aid to apply toward other housing payments (such as Semester Installments), the student must have received an official award notification, and the student’s acceptance of awards must be posted to his or her student account. If a student wishes to use financial aid awards for housing installment payments (other than the $250 Application Installment), he or she must contact the Housing Office prior to each installment due date and complete deferment request/loan verification form(s) as necessary. Financial Aid awards disbursements always pay University registration/fees first. Any remaining financial aid funds may be used for other debts such as housing installment payments.

If a student is not eligible for Housing deferment based on his or her financial aid award, or does not have sufficient award funds remaining, he or she is responsible for paying these debts by the due date using personal funds.

Please note that Federal Work Study awards cannot be used to defer installment payments. Approved Parent PLUS loans must be verified as complete by the Financial Aid Office before they can be used to defer installment payments. VA benefits must be verified using benefit notification paperwork and/or verification from the Sacramento State Success center. An award verification form may be obtained in the Housing Office.

Please see next page for payment methods, locations, and instructions.
<table>
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<th>Payment Option</th>
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| **Online**
(after a student has registered for classes) | My Sac State Student Center my.csus.edu                                   | • Credit Cards: MasterCard, VISA, Discover, American Express (2.9% Convenience Fee)  
• E-check and Debit Card ($5 flat Convenience Fee)                                                                                                                                                                                                 | • Log on to My Sac State  
• Access “Student Center”  
• Select “Account Inquiry”  
• Click “Make an Online Payment”  
• Print proof of payment if desired                                                                                                                                                                                                 |
| **NOTE**—**Payment before class registration:** Before a student registers for classes, his or her online charges may only be viewable by clicking on the Make an Online Payment button. After students have registered for classes, payments may be viewed in the Account Inquiry section of the student’s My Sac State account. |
| **Mail**                           | Student Financial Services Center  
6000 J Street  
Lassen Hall 1001  
Sacramento, CA  
95819-6010                             | • Check  
• Money Order / Cashier’s Check (made payable to California State University, Sacramento)                                                                                                                                                                                                                                                               | • Include student name, Sac State ID (9 digits) and designate that the payment is a housing payment  
• Allow extra time so that payment is posted to student’s account on or before the due date  
• Postmarks cannot be used to avoid potential late fees                                                                                                                                                                                   |
| **In-Person**                      | Student Financial Services Center  
Lassen Hall, Room 1001 (first floor, near main entrance  
Office Hours: Mon – Fri, 9am – 5pm)                                | • Check  
• Money Order / Cashier’s Check  
• Cash (in person only)  
• Credit / Debit Cards (MasterCard, Discover, ViISA)                                                                                                                                                                                                                                               | • Credit card must be physically present  
• Payers name must be on the card.  
• No payments by fax or phone  
• Summer hours may vary                                                                                                                                                                                                                          |
| **Drop Box - After-hours**         | Student Financial Services Center  
Lassen Hall, Room 1001                                                  | • Check  
• Money Order / Cashier’s Check  
• **NO CASH ACCEPTED IN DROP BOX**                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                           |