

2. Paying for Your Education

Registration Fees

- If You Decide Not to Attend
- Nonresident Tuition Fee
- Deferred Payment Plan (DPP)
- Part-Time Program: Reduction in Fees
- Financial Aid and Minimum Progress
- Cancellation of Part-Time Program
- Registration Deadlines and Penalties
- Payment of Registration Fees
- Fee Waivers
- Financial Aid Recipients

Cashier's Office

The Cashier's Office is located at 102 Hahn Student Services, 459-2278. Window hours are 9 A.M.—4 P.M., Monday through Friday.

Registration Fees

If You Decide Not to Attend

If you decide not to attend UCSC, notify the Office of the Registrar in writing before the first day of the quarter. A [form for this purpose](#) is found online at reg.ucsc.edu/Forms/Cancellation_Notice.pdf

Your registration fee assessment will be reversed, and any payment made will be refunded with the following exceptions:

- For new students, the \$100 Statement of Intent to Register is nonrefundable.
- For continuing and readmitted students, all fees reversed except a service charge of \$10.
- Any other campus debts are deducted from your refund.

If you are enrolled, once the quarter begins you must withdraw from the university by filing a Withdrawal/Leave of Absence (LOA) form at your college office. If not on campus to initiate the petition, write or e-mail your college advising staff and request to withdraw. The adjustment of fees for withdrawals is determined by the University of California refund schedule (see [Withdrawal, Leave of Absence, and Readmission](#) on page 85).

At UCSC, registration has two components: enrollment in classes and payment of required quarterly fees. The deadlines for fee payment are in the quarterly [Schedule of Classes](#) and on the [web](#) at reg.ucsc.edu/calendar. Registration fees include general university fees set by the Regents of the University of California and UCSC campus fees. Fee amounts are subject to change without notice. Refer to reg.ucsc.edu/Fees/fees.html for the latest information on registration fee amounts as well as an itemized list of registration fees. Because you may have other debts to the university, any "Balance Forward" shown on your invoice and new charges posted prior to the registration fees must be paid to complete registration. If you are unsure about the amount due, contact Student Business Services.

Nonresident Tuition Fee

Students who do not qualify as California residents for tuition purposes at UCSC are assessed nonresident tuition each quarter in addition to their other fees. Every new and reentering student, including a student returning from a leave of absence of a year or more, is required to complete a Statement of Legal Residence for residence classification purposes. Failure to file the form results in assessment of nonresident tuition by default. Nonresidents who believe that they will qualify as California residents in a future quarter must petition for the change of status in person to the Campus Residence Deputy in the Registrar's Office prior to the beginning of the quarter for which the change is expected.

For a more complete statement about Residence for Tuition Purposes at the University of California, consult the [General Catalog appendix](#). If you have any questions about your residence status, make an appointment to see a Campus Residence Deputy at the Registrar's Office, 459-2754. No other university personnel are authorized to supply information about residence requirements for tuition purposes.

Deferred Payment Plan (DPP)

The Deferred Payment Plan (DPP) is an alternative method of paying registration fees. DPP allows your fees—excluding the Undergraduate Health Insurance Fee—to the extent not covered by scholarships, loans, or other financial aid to be paid in monthly installments. Students can apply on a quarterly basis for the three-month plan or for a yearly nine-month plan (for fall, winter, and spring quarters). A nonrefundable application fee of \$25 for the three-month plan and \$60 for the nine-month plan is required. Any student in good financial and academic standing may apply for DPP by submitting a Deferred Payment Plan Application to Student Business Services. Students receiving financial aid sufficient to pay registration fees in full are not eligible for this plan. You will be denied the use of DPP if you have unpaid prior debts or if you have a history of payment difficulty. For more information about DPP, see the web site at <http://sbs.ucsc.edu/>; contact Student Business Services, 459-2107; or e-mail oarinfo@ucsc.edu.

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Part-Time Program: Reduction in Fees

Students who are unable to pursue a bachelor's degree on a full-time basis due to family obligations, health restrictions, or continuing, permanent employment may be eligible for the Part-Time Program. To apply, follow the *instructions and application* (reg.ucsc.edu/students/part-time.html). Students who have been approved for this program may pursue a degree in any major offered at UCSC, enrolling in a maximum of 10 credits each quarter. Part-time students have access to the same facilities and are eligible for the same campus and college services as full-time students.

Students who qualify for the Part-Time Program pay full university registration and campus fees but receive a 50% reduction in the educational fee and, if applicable, nonresident tuition.

Students who do not qualify for the Part-Time Program but feel that they have a legitimate reason to enroll in less than 15 credits should see their college academic preceptor. The reduction in fees applies only to students in the Part-Time Program.

Financial Aid and Minimum Progress

Progress toward the degree for Part-Time Program students is calculated in terms of courses attempted and passed. In order to maintain your eligibility for financial aid and remain in good academic standing, you must maintain minimum progress. Part-Time Program status may affect your financial aid award (see section on *Course Credit*, page 11).

Cancellation of Part-Time Program

If you intend to enroll in more than 10 credits, follow the *instructions* (reg.ucsc.edu/students/part-time.html) to return to full-time status.

Registration Late Fees

The Office of the Registrar assesses two different late fees each quarter:

- A \$50 late registration fee is assessed if your registration fees are received by the cashier after the deadline; your check is returned by the bank or otherwise nonnegotiable, e.g., not signed (see *Returned Checks* on page 24); or payment is insufficient to pay the total amount due.
- A \$50 late enrollment fee is assessed if you are enrolled in no class by the Enrollment Deadline. Students are assessed a total of \$100 in late fees if both fee payment and enrollment occur after this date.

The Office of the Registrar waives a late fee only when lateness is a result of one of the following circumstances:

- delays resulting from action or inaction by UC personnel; be prepared to show documentation, such as a note from the staff member responsible;
- a sudden and debilitating illness or an accident verified by Student Health Services or your family doctor;
- a death in your immediate family.

The Request for *Waiver of Registration/Enrollment Late Fee* is available online at reg.ucsc.edu.

Detailed information on fee payment and deadlines is contained in the quarterly *Schedule of Classes*. The fee schedule is also available online at reg.ucsc.edu/Fees/fees.html. Fee information is also included on the billing statements (for more information, see the *Student Business Services web site* at <http://sbs.ucsc.edu/>).

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Payment of Registration Fees

Registration fees and any unpaid prior balance are due in the Cashier's Office no later than the fee payment deadline. If fees are not paid in full by the deadline, a late registration fee of \$50 is added to the account.

The campus does not accept credit card payment for registration, housing, or miscellaneous debts. For [payment options](#), see [sbs.ucsc.edu](#).

Payments may be made in person at the Cashier's Office, located in 102 Hahn Student Services Building, open for service 9 A.M.–4 P.M., Monday–Friday. Or you may drop your payment into the depository, located on the outside wall of the north entrance of the Hahn Building, until 3 P.M. Payments dropped into the depository after 3 P.M. will be processed the next business day.

You do not have to wait to receive an invoice in the mail. Check the [MyUCSC](#) portal on the last day of each month for a new invoice. If your invoice does not include registration fees as expected, contact the Office of the Registrar at 459-4412 before the payment deadline.

If you lose your invoice, refer to the [MyUCSC](#) portal or promptly contact Student Business Services at 459-2107 to find out how much you owe.

The student is responsible for meeting the registration deadlines even if a third party pays the bill.

The Deferred Payment Plan (DPP) is an alternative method of paying registration fees. DPP allows your fees—excluding the Undergraduate Health Insurance Fee—to the extent not covered by scholarships, loans, or other financial aid to be paid in monthly installments.

For more information about DPP, see the [Student Business Services web site](#) at [sbs.ucsc.edu](#); contact Student Business Services, 459-2107; or e-mail oarinfo@ucsc.edu.

Fee Waivers

Students in certain programs and categories are entitled to a partial waiver of fees. These include some veterans' dependents and University of California career employees (See [Employee Reduced Fee Program](#) at [shr.ucsc.edu/topics/training-development/misc/reduced-fee-guidelines.htm](#).)

If the registration fee assessment on your invoice does not reflect your fee waiver, call 459-4412 before the payment deadline for further information.

Financial Aid Recipients

If you are offered financial aid, you have accepted the aid awards listed on the [MyUCSC](#) portal you have enrolled in classes, and you have completed student loan entrance interviews and loan promissory notes as necessary, most types of aid will be posted as credits to your UCSC billing account each quarter. This includes all awards you have accepted: student loans federal, state, and university grants; and scholarships administered through UCSC. Work-Study income is earned on the job and therefore is not posted to your account.

You must use your own resources to pay any remaining balance due. If your financial aid (or other payments) or if your pending aid (listing of your accepted aid awards prior to the beginning of the term) exceed the amount you owe the university a refund will be issued to you beginning the first week of each quarter. If you signed up for Direct Deposit with the Student Business Services Office, the credit will be directly deposited in your personal bank account. If not, a check will be printed and mailed to your mailing address during the first week of the quarter. If your statement has zero balance (0 as "Amount Due"), you are not required to take any action unless you do not plan to attend. In that case, notify the Office of the Registrar.

If you are enrolled in at least 6 units, have accepted student loans, federal, state, or university grants, or campus-administered scholarships, and no credits appear on your statement, review "Holds and To Do's" on the [MyUCSC](#) portal. If you still need assistance, contact the Financial Aid and Scholarship Office, 459-2963, before the registration deadline for further instructions.