Summary of International Student Tuition and Fees Policies

Prepared by: The Cashier’s Office & The International Student Programs (ISP)

All students, domestic and international, must follow the tuition and fee payment policies and procedures set by the College. International students are strongly recommended to arrange in advance with their parents and sponsors the transferring and wiring of money on a regular basis prior to the start of each quarter to ensure timely payment of all required tuition and fees by the deadlines set for each quarter. Non-compliance will result in possible dismissal from the college, termination of F-1 status, and loss of refunds.

SCHOOL FEES:
All fees listed below are applicable for Academic year 2014-15 and are subject to change without notice.

Tuition and Enrollment Fees
$180 per unit ($149 for tuition + $31 for enrollment fee)

F-1 students are required by the U.S. government to be full-time enrolled; i.e., a minimum of 12 units per quarter. Summer courses are optional and charged in addition to the formula below.

\[(180 \times 12 \text{ units per quarter}) \times 3 \text{ quarters} = 6,480 \text{ per year (excluding summer)}\]

Materials Fee
In addition to tuition and enrollment fees, instructional materials fees are required for some courses as authorized by state regulations. Textbook expenses are not included in the tuition or enrollment fees.

Basic Fees
Each quarter/session you will be charged the following basic fees ($49.00):
- Campus Center: $17.50
- Health Services: $16.00
- DASB membership: $9.00
- Registration Support: $1.50
- Eco Pass: $5.00 *Eco Pass allows for unlimited rides on all VTA buses and light rail for the duration of each quarter with a clipper card.*
- Health Insurance Fee: $484

Health Insurance Fee
Purchase of health insurance as selected by the Foothill-De Anza College District is REQUIRED for all international students who are De Anza F-1 students. The current cost is $484.00 per 4-month-cycle.

NOTE: health insurance fees are not automatically refunded if you drop all your classes from De Anza College. *It is the student’s responsibility* to contact the Office Coordinator, Angelica Strongone in the International Student Programs (ISP) Office immediately if you are dropping all classes/leaving De Anza College. Students who fail to contact the Office Coordinator in the ISP office before the end of the quarter they are leaving De Anza, are responsible to pay for the health insurance fees.

PAYMENT POLICY
All fees are due upon registration. Your payment must be received or the enrollment of De Anza’s Installment Payment plan must be signed by the 2nd Friday of each quarter (or the 1st Thursday of Summer) for F-1 De Anza I-20 holders only, OR a HOLD on your record will be placed on the 4th week of the quarter. The HOLD status suspends the processing and issuing of all documents by the College, such as transcripts, diplomas, certificates, immigration paperwork, etc. and prevents the student from registering: adding/dropping classes. All delinquent account information will be reported to a collection agency for billing and reporting to all national credit reporting agencies 30 days from the end of each quarter/session. Collection costs as high as 30% will be charged to the student.

It is highly advisable that during registration, students are to check their De Anza account on line for their charges and to stay current with changes to school policy.
INSTALLMENT PAYMENT PLAN
De Anza College allows its students to make interest-free tuition fee payments in equal installments during the academic quarter and in summer. If you choose an installment plan, you will be charged a $25 nonrefundable service fee and must pay this service fee up front. The equal installments will be automatically charged to your saved payment method on the scheduled payment dates during the quarter. The college reserves the right to refuse enrollment due to inadequate payment history. You must enroll in the plan by the 2nd Friday of the quarter or 1st Thursday of summer. Please refer to the web page for more information: http://www.deanza.fhda.edu/registration/cashier/deferpay.html

PAYMENT METHODS
There are several ways to pay your fees at De Anza College depending on your personal convenience and physical access to the college. The methods are as follows:

Internet: Pay online http://deanza.edu/registration/myinfo.html with a credit card.

U.S. Mail: Mail your check to: Cashier's Office, De Anza College, 21250 Stevens Creek Blvd., Cupertino, CA 95014. Be sure to provide your Student ID number with your check.

Pay In Person: Go to the Cashier's window in the lobby of the Student and Community Services Building. Photo ID is required. Always request for a receipt upon payment for your records.

ACCEPTABLE FORMS OF PAYMENT

Personal Check: Make your check payable to De Anza College. Deliver in person or send to: Cashier's Office, De Anza College, 21250 Stevens Creek Blvd., Cupertino, CA 95014. Please make sure that your full name, current address, and phone number are on the face of the check. To help us process your payment and ensure that you receive proper credit, please include your student ID number on the check. Returned check fee is $25 per check.

Certified Funds: Make cashier's check, money order, or other certified funds payable to De Anza College. Please include your full name, student ID number, current address, and phone number.

Credit Card: You may use VISA, MASTERCARD, or DISCOVER to pay your fees and/or any previous balance. You can either pay online or in person at the Cashier's window. Please note: When paying in person, you will be asked to show a picture ID. Returned charge fee is $25 per transaction.

Cash: You must make cash payments at the Cashier's window. Do not mail cash!

REFUND POLICY
If you are entitled to a refund from De Anza because you have paid for more than the actual numbers of units you are enroll in, you must go to the Cashier’s Office and request for a refund. Refunds are not made automatically and it MUST be requested in writing.

Refund deadline for each class varies, the drop with refund deadline for your section(s) is on your Myportal under “View Your Class Schedule” link. For more refund information, please visit http://www.deanza.edu/registration/cashier/refunds.html.

All refunds will be processed beginning with the third week of school.

Students who drop/withdraw from classes after the “Drop for refund deadlines” are responsible for all fees. A class added after the drop deadline is not eligible for a refund.

Contact information:
Cashier's Office Location: Student and Community Services Building
Phone: (408) 864-8747    Fax: (408) 864-5800    e-Mail: deanzacashier@fhda.edu
Office Hours: Monday to Thursday: 8am to 5pm; Friday: 8am to 1pm
(Closed on Fridays during summer)