



Santa Clara
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Santa Clara University One Stop/Bursar's 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, housing & dining, 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:

scu.edu/bursar/financialresponsibility



FERRA - 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 (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.

When To Pay?

Payment Deadlines: 21st 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 U.S. Checking/Savings Account, or enroll in a term monthly payment plan.

- **No debit or credit cards payments or cash payments are 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 for this preferred option. 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 Portai - scu.edu/onestop Authorized Payer/Parent Login

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



SANTA CIARA UNIVERSITY
THE JESUIT UNIVERSITY IN SILICON VALLEY

User name

Password

Sign in

[Forgot password](#)

(9) My Account

On. Overview

(Activity Details

\$- Auto Pay

O Payment Plans

0^o Make a Payment

\$= Transactions

EB Statements

2 Help

G Sign Out

Summary

Your account does not currently have any outstanding charges.

Account Balance:	-S500.00
Due Now:	S0.00
Past Due:	S0.00
Current Due:	S0.00
Future Due:	SO.00



(2) My Account



Overview



Activity Details



\$7 Auto Pay



0° Make a Payment



Transactions



Statements



Help



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

(D) 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**



(2) My Account

 Overview

(9) Activity Details

 Auto Pay

 **Make a Payment**

\$ Transactions

 Statements

© Help

G Sign Out

Make A Payment

How much would you like to pay?

Balance items

☐ Check all 0 of 1 selected

Description

Balance Amount

☐

Workday Student Account

\$

\$0.00

V

Total balance

\$

Pay amount

\$0.00

Remaining balance



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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.

QView 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 15th 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!



 **My Account**

 **Overview**

 **Activity Details**

 **Auto Pay**

 **Make a Payment**

 **Transactions**

 **Statements**

 **Help**

 **Sign Out**

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 		



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

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



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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 90% 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 20, 2026**

To waive tuition insurance: tuitionprotection.com/scu or call (617)774-1555

This 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: \$3,361/ 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 25, 2026.**

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

Tuition Refund Policy

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

100% by the end of the 1st of class, **September 25** (less applicable fees)

50% by the end of the 2nd week of class, **October 2.**

25% by the end of the 3rd week of class, **October 9.**

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.

Refund Process

Refunds for credit balances

Processed beginning the 2nd week of school each term.

Refunds can be sent via direct deposit to the student's bank account (fastest method) or by paper check sent to the home 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 21, Dec 21, March 21.**
- ❖ 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 20, 2026**
- ❖ Remind your student to complete Health Insurance waiver by Friday, **September 25, 2026**

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

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

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

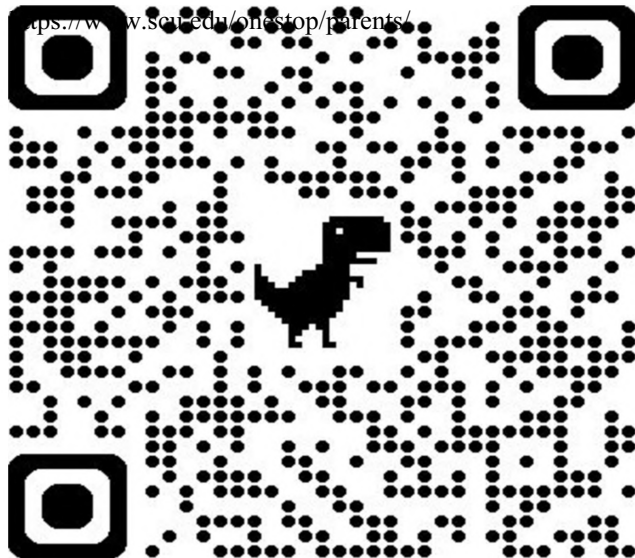




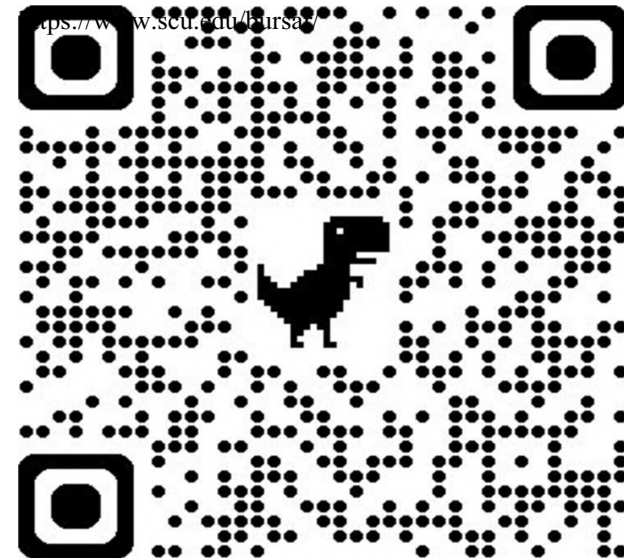
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Website QR Codes

SCU One Stop website
(copy of presentation on *Parent* page)



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





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Financial Aid Office



Agenda

- >Aid Renewability
 - > Cost of Attendance
 - > Loan Options
 - > Private Scholarships
 - > Next Steps/Reminders
-



SCU Grants & Scholarships	Federal & State Aid
Merit Scholarships -- Presidential, Provost, Dean's - Renewable for 12 consecutive quarters -> Presidential: 3.5 GPA requirement -> Provost & Dean's: 3.0 GPA requirement SCU Need-Based Grant & Jesuit Ignatian Award → Must complete FAFSA each year → Award may adjust with demonstrated financial need and is subject to annual review. SCU Bronco Scholarship - Renewable for 12 consecutive quarters SCU Promise → Must complete FAFSA each year → Must be eligible for Cal Grant → Renewable as long as all other criteria met - Award may adjust with demonstrated financial need and is subject to annual review. Cristo Rey Promise - Must complete FAFSA each year - Renewable as long as all other criteria met -> Award may adjust with demonstrated financial need and is subject to annual review.	Includes: - > Federal Pell Grant - Federal Supplemental Grant - > Cal Grant - > Federal Work Study - > Federal subsidized loan - > Federal unsubsidized loan 2026-27 interest rate: 6.52% with a 2.05% origination fee Must complete a FAFSA each year to be considered for these grants. **For all awards (SCU, federal, and state): - > Must meet Satisfactory Academic Progress (SAP) - > Aid can only go towards degree-seeking courses



SCU 2026-2027 Cost of Attendance

(on-campus)

Direct Costs	
Tuition & Fees	\$65,736
Housing & Food	\$20,094
Total Direct Costs	\$85,830
Indirect Costs	
Books and Supplies	\$1,305
Transportation	\$1,386
Personal Expenses + Loan Fees	\$4,035
Total Indirect Costs	\$6,726
Total Cost of Attendance	\$92,556



Federal PLUS Loan

Parent PLUS Loan

Prior to a parent applying for a Parent PLUS Loan, their student must have already filed the FAFSA. Parent has to be biological or an adoptive parent.

Student must be enrolled at least half time at an eligible school.

Requires a credit check

Obtaining an endorser who does not have adverse credit history is a possibility if denied for the Parent PLUS Loan.

How to Apply:

1. Application available now
2. Visit <https://studentaid.gov/>
3. Log in using *parent's* FSA ID and password
4. Complete PLUS application
5. Complete Master Promissory Note (MPN)

- Eligible to borrow up to \$20,000 per year
-> Lifetime aggregate limit: \$65,000 per dependent student
- Continuing borrowers may qualify to borrow higher amounts under the Parent PLUS loan program for up to three years. Please contact the Financial Aid Office for details
- Once we receive the application and MPN, it takes 3-5 business days for our office to process the loan

-> **2026-27 interest rate** 9.07% (origination fee 4.60%)



Private Educational Loans

Private educational loans are administered by private lenders and there are a variety of lending institutions that offer these.

1. You may choose to use any lender that offers a private educational loan.
1. You will need to conduct your own research to find the best private educational loan for your needs as you apply directly through the lender.
1. Once approved for an alternative loan, SCU will review the loan for certification.
 - o Process includes: enrollment, verifying eligibility, and the requested borrowing amount.
1. Private educational loan funds will be disbursed in accordance with our disbursement schedule once all necessary paperwork has been completed.
1. Eligible to borrow up to cost of attendance minus any other financial aid



Private Scholarship Search Engines

FinAid <http://www.finaid.org/scholarships/>

Fastweb <https://www.fastweb.com/>

Student Scholarship Search <https://www.studentscholarshipsearch.com/>

Scholarships.com <https://www.scholarships.com/>

Scholarships 360 <https://www.studentscholarshipsearch.com/>

Latino College Dollars <https://finder.hsf.net/resources/latino-college-dollars>

Remember: Scholarship searches should be FREE. Any outside agency that requests money is most likely a scam.



Next Steps



Accept/Decline Financial Aid

Students may access their financial aid in their Workday portal by following the steps below:

1. After logging into Workday, click the **Finances** icon on the home page.



2. Click the **Accept/Decline Awards** link under the Financial Aid heading.
3. Select the Academic Unit and Award Year (2026-2027) for the Financial Aid Package and click the **OK** button at the bottom of the screen.

Accept/Decline Awards

X

Institution * Santa Clara University

Award Year *

Cancel

OK



Accept/Decline Financial Aid

4. The **Accept/Decline Awards** screen will display the Total Estimated Costs, Amount Accepted and Estimated Out of Pocket Cost.
5. The Accept/Decline Awards screen will list all the awards per period and will allow the Decision column to be updated.
6. Once all the awards have been accepted or declined for all terms, click the **OK** button.

Fall 2024 Quarter Awards				
Period Direct Costs 20,431.00 Period Subtotal 20,309.00 Amount Remaining for Period 122.00				
7 items				
Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Federal Pell Grant	2,465.00	2,465.00	Accepted	Accept
Federal Supplemental Grant	750.00	750.00	Accepted	Accept
Cal Grant - Actual	3,119.00	3,119.00	Accepted	Accept
Federal Work Study	1,500.00	0.00	Accepted	
SCU Need-Based Grants	13,975.00	13,975.00	Accepted	Accept
Ford Fed Direct Loan Sub	1,833.00	0.00	Offered	
Ford Fed Direct Loan Unsub	666.00	0.00	Offered	

****Grants and scholarships will be *automatically* accepted on behalf of the student. Students will only be able to accept or decline loans and/or Federal Work Study.**



Federal Student Loan Information

All first time borrowers must complete an Entrance Counseling session and an MPN prior to receiving loans at SCU

1. Students will visit studentaid.gov log in using their FSA ID
2. Complete MPN - Subsidized/Unsubsidized
3. Complete Entrance Counseling

-Only needs to be done once

-> We cannot release student loans if student has not completed these requirements

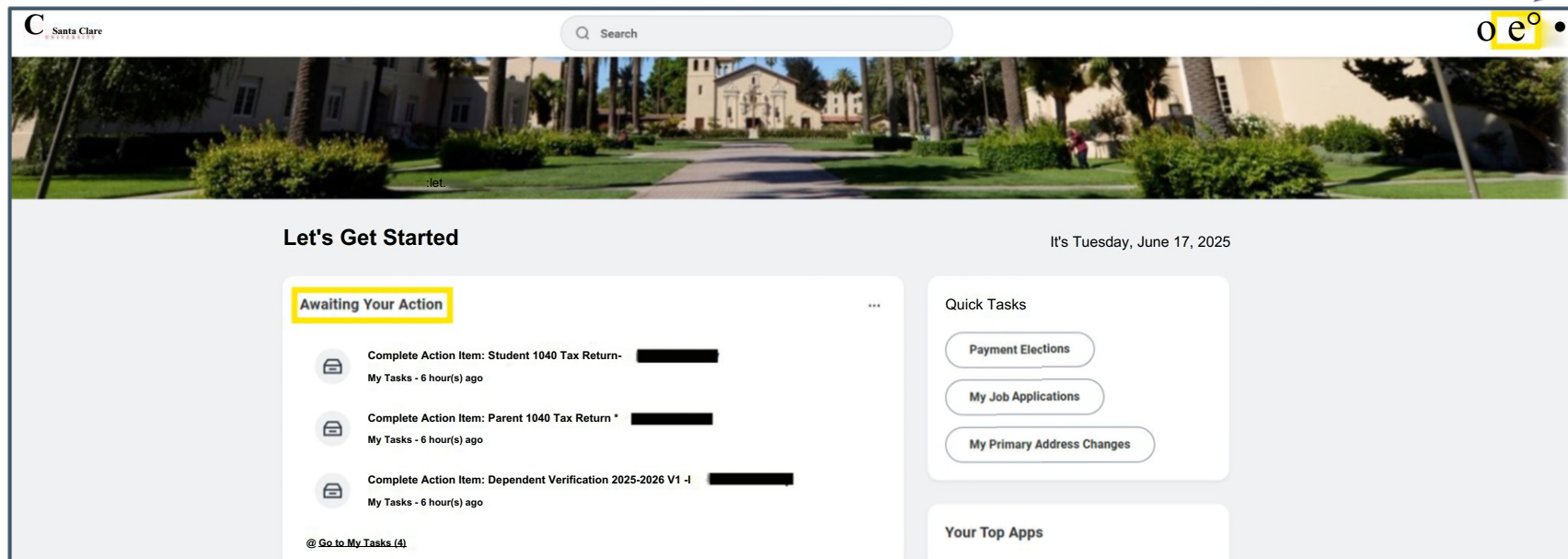
2026-2027 interest rate (unsubsidized loan): **6.52%** with 2.05% origination fee



Action Items

This quick reference guide will cover how you can view and complete financial aid options that have been assigned to you in your Workday Inbox:

1. Your most recent inbox items will be displayed on your Workday home page. To open your inbox, click on any item in the **Awaiting Your Action** window, or click on the inbox icon in the top right corner of the home page.





Action Items

2. The current action items will be listed on the left. Select an item to view the details and instructions.
3. To upload your document (if applicable), either drag and drop the file(s) or click "Select files and select the saved file(s).
4. Once you have completed the instructions for the item and uploaded any required documents click **Submit**.

The screenshot displays the 'Action Items' interface. On the left, under 'All Items', there is a search bar and a list of three items. The first item, 'Complete Action Item: Parent 1040 Tax Return', is selected. The right panel shows the details for this item, including the name, description, action type, and details section. The description states: 'Please submit a copy of your parents tax return'. The action type is 'Document Upload * Student to Upload'. The details section includes a file upload area with a 'Drop files here' prompt and a 'Select files' button. Below this is a comment field labeled 'enter your comment'. The process history section is currently empty. At the bottom right, there are 'Submit' and 'Cancel' buttons.

All Items 4 Items

* @ L Created: 06/17/2025

Complete Action Item Parent 1040 Tax Return

Overview

Name Parent 1040 Tax Return

Description Please submit a copy of your parents tax return

Action Type Document Upload * Student to Upload

Details

For 2025-2026 Award Year

Drop files here

or

Select files

enter your comment

Process History

Submit ^Cancel^



Reminders

- Keep an eye on incoming communication from the Financial Aid Office. For example, changes to awards or any issues regarding FAFSA.
 - ◆ Students should also be looking at their Workday portal via their [MySCU Login for any Action Items.](#)
- > It's not too late to file a 2026-27 FAFSA to be eligible for federal aid
- > Complete FAFSA/DREAM Act each year
 - ◆ Priority deadline for any students who are Cal Grant recipients = March 2
- > Great news! CSS Profile is not required to be filled out after first year.
- All communication from our office comes from our One Stop email (onestop@scu.edu)