

TUITION AND FEES

- Graduate/Undergraduate (p. 1)
- Professional (p. 1)

Graduate/Undergraduate

Arthur A. Dugoni School of Dentistry
Physician Assistant Studies

Gladys L. Benerd School of Education
All Graduate Programs

McGeorge School of Law
Master of Public Administration
Master of Public Policy
Master of Studies in Law

School of Engineering and Computer Science
All Graduate Programs

University College
Organizational Behavior

Professional

McGeorge School of Law
Juris Doctor
Doctor of Juridical Science
Master of Law

Tuition and Fees on this page are for the following graduate and undergraduate programs on the Sacramento campus.

Arthur A. Dugoni School of Dentistry
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The University of the Pacific is an independent institution. Each student is charged tuition that covers about three-fourths of the cost of services furnished by the University. The balance of these costs is met by income from endowment and by gifts from regents, parents, alumni, and other friends who are interested in the type of education this institution provides.

Overall Costs for the School Year

The annual expenses for a student at the University of the Pacific depends upon a variety of factors. Tuition and fees are the same for

students regardless of their state or country of residence. Basic expenses are as follows:

Type	Cost
Tuition (1) per academic year 2018-2019, enrolled in 12 to 18 units in each semester	\$47,480
Wellness Center	\$280
ASUOP Student Fee	\$200
Activity & Recreation Fee	\$80
Room and Board	\$13,082
Total per academic year	\$61,122
School of Pharmacy and Health Sciences Annual Tuition (Eleven-month program, three terms)	\$76,443

¹ Arthur A. Dugoni School of Dentistry and McGeorge School of Law tuition and fee schedules are available in the Sacramento and San Francisco catalogs.

There are other fees and charges unique to certain programs. These fees or charges may be determined by contacting Student Accounts or the University office that administers those programs or activities in which the student intends to enroll or engage.

Expenses for books and supplies, special fees, and personal expenses usually average approximately \$5,157 annually.

The University reserves the right to change fees, modify its services or change its programs at any time and without prior notice.

Tuition – Undergraduate Students (per semester)

All schools except Pharmacy and Health Sciences

Type	Cost
Full-time (12 to 18 units)	\$23,740
Part-time (.5 to 8.5 units) per unit	\$1,638
Part-time (9 to 11.5 units) per unit	\$2,064
Excess units above 18 units, per unit	\$1,638
Engineering Co-op (full-time) Admitted prior to Fall 2016 tuition rate	\$11,870
Engineering Co-op (full-time) Admitted Fall 2016 tuition rate	\$5,936

Tuition – School of Pharmacy and Health Sciences (per term)

Type	Cost
Full-time (12 to 19 units)	\$25,481
Part-time (.5 to 8.5 units) per unit	\$1,756
Part-time (9 to 11.5 units) per unit	\$2,215
Excess units above 19 units, per unit	\$1,756
Pharmacy Clerkship Rotation (full-time)	\$25,481
Pharmacy Technology Fee	\$330

Pharmacy Professional Fee (1)	\$325
Physical Therapy Fee	\$150

¹ Required of all students enrolled in the professional program with 12 units or more.

Tuition – Graduate Students (per semester)

Type	Cost
All schools (16 to 18 units) plus applicable fees	\$23,740
All schools (.5 to 15.5 units) per unit, plus applicable fees	\$1,483
Excess units above 18 units, per unit	\$1,483
Physical Therapy (12 to 18 units), plus applicable fees (Fall, Spring, Summer Terms)	\$23,740
Physical Therapy (1 to 11.5 units)	\$1,483

General Fees (per semester)

Student Health Insurance Plan

Undergraduate Students \$1,226

Graduate and Professional Pharmacy Students \$1,592

Required for all students taking 9 or more units and for all international students with an F-1 Visa taking .5 units or more. It is optional for students enrolled in .5 to 8.5 units. The Student Health Insurance can be waived with proof of own health insurance if provided by the deadline and if the coverage meets University requirements.

Wellness Center Fee \$165

This fee is required for all students residing in University housing; and for all other students, both graduate and undergraduate, taking 9 units or more. It is optional for students enrolled in .5 to 8.5 units.

ASUOP Student Fee \$137

This fee is required for all undergraduate students residing in University housing and all undergraduates taking 9 units or more. It is optional for students enrolled in .5 to 8.5 units.

ASUOP Graduate Student Fee \$30

This fee is required for all graduate students and doctoral candidates taking 8.5 units or more. It is optional for students enrolled in .5 to 8.0 units.

Activity & Recreation Fee \$40

This fee is required for all students taking 9 units or more.

Course Audit Fee, per class \$50

Instructor permission is required. Auditing is not available in participation courses such as applied music, physical education, art courses of an applied nature, etc. The student must indicate a desire to audit the course at the time of registration.

Engineering/Computer Science Fee \$150

This fee is required for all students enrolled in the School of Engineering and Computer Science. Students are exempt from the fee while enrolled full time in the off-campus cooperative education program.

Business School Fee \$20

This fee is required for all Business Majors.

Conservatory Fee \$250

This fee is required for all Conservatory Majors.

Practice Room Fee \$10

This fee is required for all Conservatory Majors.

Applied Music Fees

Private lesson¹ fees vary by instrument and are based upon length of lesson. Fees range from \$70 to \$375. Please check with the Conservatory to determine appropriate charges. Applied music lessons must be arranged through the Conservatory Office.

¹ Private lessons and applied class lessons for non-music majors are available only if faculty loads permit and must be arranged through the Conservatory Office.

Special Fees

(Partial List)

Type	Cost
Transcript Fee	\$5
Matriculation Fee	\$100
Petition Fee	\$25
Graduate Continuing Education Fee	\$50
Non-refundable, Credit by Exam Fee	\$50
Additional fee for successful Credit By Exam results	\$200

Undergraduate Confirmation Deposit

A deposit of \$70 is required for all new students once notification of acceptance to the University has been received. The deposit is applied toward the student's tuition and is nonrefundable after May 1.

Housing Deposit

A deposit of \$200 is required for all new students who apply to reside in campus housing. This should be paid once notification of acceptance to the University has been received. The deposit is applied towards the student's housing charges and is nonrefundable after May 1.

Financial Responsibility

Registration, when accepted by the University of the Pacific, constitutes a financial agreement between the student and the University. Registration is considered complete when the bill has been settled. Tuition, fees and other charges the student incurs including but not limited to, housing, meal plans, and bookstore charges are added to the student account and are considered a loan for an educational benefit.

When you register for courses with the University of the Pacific, you are responsible for all "charges" as they become due. The charges include but are not limited to tuition, fees, room and board, meal plans, Laptop Agreement, bookstore charges and library charges (herein "charges"). These charges are for your educational benefit and if you fail to satisfy

your financial obligation to the University you will not be provided any benefits from the University. The benefits which may be terminated include but are not limited to, course registration, housing and meal plans, transcripts and diplomas. Any outstanding charges due on your student account will be transferred to a Student Note Loan balance with the Student Loan Department, of the University of the Pacific for servicing. This Student Note Loan balance is subject to daily interest, late fees, collection fees, credit bureau reporting and any legal fees or costs associated with any bankruptcy. Failure to pay these charges when due will result in loss of housing, suspension of meal plans, termination of enrolled student status and will result in being denied access to the deferred payment plan options. It is your responsibility to ensure that all financial aid is properly credited to your account. The University reserves the right to increase their fees and charges. Registration constitutes my agreement to all the forgoing terms and conditions.

You agree, in order for us to service your account or to collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or e-mails, using any e-mail address you provide to us. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable. I have read this disclosure and agree that the University of the Pacific or its appointed agents may contact me as described above.

In order to receive a bill that includes tuition and fees prior to the payment deadline, you must early register for courses. Please note that students with delinquent accounts are not permitted to register. It is the students' responsibility to pay by the deadline, regardless of receiving a statement. Students can obtain their current account balance by logging into *insidePacific*. The University sends monthly electronic billing statements. Students receive a monthly email notifying them that their statement is ready for viewing. This statement notification email is also sent to any Authorized Users that the student establishes. Authorized Users do not have access to any other student information through this site. The billing statement can be printed from the computers located in the lobby of the Finance Center or by a request to the Student Accounts Office.

All electronic correspondence is sent to the student's u.pacific.edu email address.

A dispute of any charge on your student account must be submitted in writing to the Student Accounts Office within sixty days from the date of billing. If you fail to comply within the sixty day time period, you may forfeit your rights to dispute the charge in the future.

Payment of Bills

Tuition, fees, and room and board, if applicable, are due in full by the payment deadline. The payment deadlines are August 1st for the fall semester and January 1st for the spring semester for general students. Payment deadline information for other programs is available online on the Student Business Services website located at go.pacific.edu/studentaccounts. Any outstanding balances from prior semesters must be paid in full as well as the current semester payment, by the deadline. Students who have not yet registered can estimate their payment amount by utilizing the Calculation Worksheets available at the Student Business Services website. Payments for the intended enrollment must be made by the deadline, even if the student has not completed their course registration. Late fees will be assessed for payments received after

the deadline. Failure to complete financial obligations can result in the cancellation of registration.

The University offers two payment options. The first is payment in full of all charges, less any applicable financial aid, by the deadline. The second option is a four month payment plan. The Monthly Plan requires a 25% down payment in addition to a \$75 non-refundable, deferred fee per semester. Those who utilize the monthly payment plan must enroll **online** through *insidePacific* by the payment deadline. In order for a parent or guardian to enroll in the monthly payment plan, their student must officially establish them as an Authorized User. Subsequent monthly payments are due by the first of the month.

International students may **not** utilize the monthly payment plan. Payment in full is required by the payment deadline.

It is the student's responsibility to ensure that all financial aid is properly credited to his/her account.

Payments can be made by cash, paper check, money order, cashiers check, and electronic checks. Payments must be received by the deadline; postmarks are not acceptable. Payments by check or cash can be made in person at the Cashiers Office, located in the Finance Center. If making payment by mail, please send check or money order to the attention of Student Accounts. Please include the student's university identification number or send a copy of the statement, which can be downloaded and printed, in order to ensure proper payment application.

Students who have not paid in full, completed all financial aid requirements and/or enrolled in the monthly payment plan by the payment deadline, are assessed a \$150 late payment fee. A late fee of \$50 is assessed for any payments made after the due date.

Failure to make payments as agreed can result in the University of the Pacific canceling all financial arrangements, a student's registration, and denying all University services.

Any payment on the student account that is returned by a financial institution for any reason can lead to cancellation of registration. If registration is cancelled for the semester, the student will not receive credit for those courses. A returned payment fee of \$25 is assessed for the first returned payment. Any payment returned subsequently is assessed a \$35 returned payment fee. After two (2) returned payments, the University can suspend both electronic and paper check writing privileges and institute collection and/or legal actions against the payer. The student's account is then placed on a finance hold thus preventing the student from receiving any services from the University.

The University requires that all accounts be paid in full by the end of the semester. Any account that remains delinquent is transferred to the Student Loan Department for servicing. Once the account is transferred, the Student Account Note or balance is subject but not limited to, principal, interest, late charges, collection fees, credit bureau reporting, and any legal fees associated with the collection of the debt. In accordance with California state law, all unpaid balances accrue 10% interest, per annum, on the balance remaining on the date of transfer. Students are responsible for all fees associated in the collection of the debt. A student with a balance due to the University is not allowed any benefits from the University including but not limited to, registration for courses, copies of transcripts or diplomas, and utilization of University housing and meals, until the balance is paid in full. In addition, all institutional loans or other loans guaranteed by the Federal Government must be in good (current) standing and exit interviews completed prior to the release of diploma or transcripts.

If payments exceed charges on a student account, the account is said to have a credit balance. Credit balances are to be returned to the student based upon the method of payment. The student account is not to be used as a means for cash advances or payments to third parties. Upon request, credit balances resulting from cash payments will be refunded to the student. A credit balance that results from a check payment is refunded after 14 business days. Credit balances that result from *refundable* student loans and scholarships are also refunded upon request. All financial aid must be disbursed on the student account before a refund is processed. Refunds are issued on a weekly basis.

Refund of Tuition and Fees

The following refund schedule pertains only to tuition charges and is applicable when the student drops below full time enrollment or **officially withdraws** from the University. Students who intend to withdraw must notify the Office of the Registrar.

Refunds are based upon a percentage of calendar days. Calendar days of a semester may vary from semester to semester. For exact dates, please refer to the Student Accounts website or contact their office.

Notification and withdrawal before classes begin – No charge.

First day of classes until last day to add – \$150 clerical charge.

After 50% of calendar days no refund, 100% penalty.

Fees are non-refundable after the last day to add courses for the semester.

Housing and meal plan charges are refunded on a prorated basis as determined by the Office of Residential Life & Housing. Refunds are based upon per diem charges and actual approved check out date.

If the student reducing units or withdrawing from the University is a financial aid recipient, the student's financial aid award may be adjusted according to federal and state regulations and University policy. If the student has received more federal financial aid dollars than earned, the unearned aid must be returned to the federal financial aid program or programs from which it was paid. The funds remaining on the student account after federal financial aid is returned might not cover all the charges on the account. Any remaining balance is owed to the University and is due and payable immediately. The Financial Aid Office can provide additional information related to changes in financial aid awards.

Tuition and Fees on this page are for the following professional programs on the Sacramento campus.

McGeorge School of Law

Juris Doctor
 Doctor of Juridical Science
 Master of Law

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J.D. Program | Full-Time Division | Per Semester

Type	Cost
12-17 units	\$25,606 per semester
Per Unit Charge*	\$1,742 per unit

*Students will only be allowed to enroll in less than twelve (12) units during their final semester and will be charged at a per unit rate of \$1,742 subject to approval from the Assistant Dean for Student Affairs.

J.D. Program | Part-Time Division | Per Semester

Type	Cost
8-10 units	\$17,006 per semester
Under 8 units /Over 10 units**	\$1,742 per unit
Summer Semester***	\$1,742 per unit

Students will only be allowed to enroll in less than eight (8) units during their final semester and will be charged at the per unit rate of \$1,742 subject to approval from the Assistant Dean of Student Affairs. Any units in excess of ten (10) units will be charged at the per unit rate of \$1,742. ***The traditional four-year evening program requires students to enroll in 2-5 units each summer at an additional per unit cost.

J.D. Program | Student Fees

Type	Cost
Student Government Fee (Fall \$50 / Spring \$50)	\$100
Student Health Insurance (TBD - See Sac Campus website for more information)	TBD
Estimated book/supply cost for Full Time JD per year	\$2,325
Estimated book/supply cost for Part Time JD per year	\$1,825
Estimated book/supply cost for Part Time JD Graduate programs per year	\$1,825

Health Insurance is a Mandatory Fee for all students enrolled in six (6) or more units. Students may opt out of the University provided health insurance by completing an online waiver, and providing acceptable proof of comparable health coverage by the announced deadline.

If you would like to "opt-out" of the plan and can provide proof of other comparable health insurance, you may waive participation in the plan by completing the Online Waiver Form available at www.pacific.edu/insuranceoffice.xml (<http://www.pacific.edu/insuranceoffice.xml>).

Please stop by the Business Office or call 916.739.7054 if you need assistance.

Graduate Programs | Per Semester

Type	Cost
M.P.A Students (\$1,307/unit)	\$15,684 per semester (12 units)
M.P.P. Students (\$1,307/unit)	\$15,684 per semester (12 units)
M.S.L. Students (\$1,307/unit)	\$16,991 per semester (13 units)
L.L.M Students (\$1,298/unit)	\$15,576 per semester (12 units)
J.S.D. Residency (\$1,298/unit)	\$5,192 per semester (4 units)
J.S.D. Candidacy (\$1,298/unit)	\$2,596 per semester (2 units)

Graduate Programs | Student Fees

Type	Cost
Additional Course Fees	If any additional fees exist they will be included in the course description in this catalog
Student Government Fee (Fall \$50.00 / Spring \$50.00)	\$100 per year
Student Health Insurance (TBD see Sac Campus website for more information)	TBD

Miscellaneous Fees

Type	Cost
Transcript Fee	\$5
Return Check Fee	\$25
Installment Payment Plan Set-Up Fee	Plan A - \$40 Plan B - \$50
Late Fee	2.5% of outstanding balance not to exceed \$100

Financial Responsibility Acceptance

All students are required to complete the Financial Responsibility acceptance for each term they register for classes. If you did not accept Financial Responsibility during the registration process for the current term, please follow these instructions to meet the requirement:

- Login to insidePacific (<https://inside.pacific.edu>)
- Select the Sacramento Students link
- Click on the Academic link
- Click the Begin Registration link
- Click on the Financial Acceptance link
- Select the current term in the drop-down beginning with Law (e.g., Law Spring 2018)
- Click on the "Submit" button
- Read statement and click on the "I Accept" button

In the event, you do not accept Financial Responsibility at the time of registration, or prior to classes beginning, your account will be placed on Financial Hold (FH), which will prohibit you from registering for courses and/or changing your registration.

Electronic acceptance of Financial Responsibility is the University's preferred method to meet this requirement, but in the unseen event of technical difficulties you can find a hard copy of the form here [Financial Responsibility Acceptance Form \(pdf\)](http://catalog.pacific.edu/sacramento/tuitionandfees/) (<http://catalog.pacific.edu/sacramento/tuitionandfees/>)

FINANCIAL_RESPONSIBILITY_ACCEPTANCE_FORM_McGeorge_MAL_6-22-2016.pdf
If you are unable to complete the form through insidePacific, please sign and date the hard copy and submit it to the Business Office for our records.

Payment Deadline

Enrollment constitutes a financial contract between you and the University of the Pacific, Sacramento campus. All tuition and fees for each semester are due no later than five (5) business days following the end of the Add/Drop period for that semester. Summer school tuition and fees are due on the first day of the session in which you are enrolled. If at any point during the semester you incur additional charges after the add/drop period, you must pay the balance due within five (5) business days. Failure to pay your balance or make a satisfactory payment arrangement with the University of the Pacific, Sacramento campus before the balance becomes past due will result in a late fee assessment. For more information on Housing related charges and penalties associated with failure to pay please see the section below on **Housing Payment Deadlines**.

Your rights to University of the Pacific, Sacramento campus services and benefits are contingent upon your making all payments in a timely manner as stated above. If payment of amounts owed to University of the Pacific Sacramento campus is not made when due, we have the right to administratively withdraw you, direct you not to attend class, withhold your grades, transcripts, diplomas, scholastic certificates, and not release your exams. Failure to maintain good financial standing with University of the Pacific Sacramento campus, as evidenced by failure to make timely payments of any and all balances due, will also result in denied participation in any deferred payment plans and/or some forms of institutional financial aid. Further, failure to maintain good financial standing may be reported to any state bar to which you may seek admission.

If you withdraw or are dismissed during the year, all outstanding obligations become due and payable on the termination date. No adjustment of tuition will be made for late enrollment, absences from class, leaves of absence for a portion of a semester, or when a student has been dismissed or suspended by official action of the University of the Pacific, Sacramento campus.

Housing Charges and Payment Deadlines

Rent is due on the 1st of each month. If your rent is not paid by the 5th of the month you will be assessed a late fee of \$20 by the Housing Office. Your account will be assessed an additional late fee for unpaid rent and other miscellaneous housing charges (garage fee, utilities, etc.) based on the schedule in the **Late Fee** section below. Please refer to your rental agreement for disciplinary actions for failure to pay.

Students with Loans

The Business Office will verify with the Financial Aid Office any amount of loan money you will be receiving if any. Upon verification of the loan proceeds, tuition that will be covered by the funds will be deferred until receipt of the funds. Loan funds will be applied directly to the tuition account for all courses for the term. Payment, for any portion not covered by loan disbursement, is due by the date specified in the Payment Deadline section below.

Method of Payment

Students may pay by e-check, paper check, cashier's check, cash, money order or credit card (Visa, MasterCard, Discover or American Express). If paying by credit card or e-check, you may process your payment through insidePacific. Payments in the form of cash, check or credit card can be made in person in the Business Office. Paper checks may be mailed to the Business Office. Please ensure to include the student's University ID on the check so it can be applied timely and accurately.

If you make any payments by credit/debit card (including, but not limited to tuition, fees, and housing charges) and additional financial aid is received after those payments were made, we are bound by our merchant agreement to refund credit card payments before issuing a refund to you. Any credit/debit card payments made within 180 days of the date the credit occurred on the account are returned first, and any additional credit is refunded to the student second.

International Payments

University of the Pacific partners with Western Union Business Solutions to provide international students an alternative method for paying student bills. This option allows payments to be made in the currency of choice (providing it is available in the Western Union currency list) and provides a simple and reliable way of initiating payments electronically.

University of the Pacific Policy Regarding Over Payments

University of the Pacific is not a financial institution. Payments directed to us should be rendered for the amount due based upon a University invoice, or the expected amount of tuition, institutional fees and on-campus housing while you are in attendance. Payments for off-campus housing or other personal living expenses should be directed to your personal bank account, not the University's bank account. **Please note: payments received in excess of the amount billed will either be placed on deposit for an upcoming semester, or the payment will be returned to the sender.** In the case of wire transfers, the wire transfer will be reversed to return funds back to the originating account.

International Funds Transfer (IFT)

International Funds Transfer (IFT) offers favorable exchange rates and eliminates bank fees typically charged for wire transfers. In ePay, payment in foreign currencies are made via Western Union Business Solutions and automatically posted to the student account once received. See International Funds Transfer (pdf).

Watch the video by clicking on the link below to help you learn how to make an (IFT) payment in CASHNet by going to insidePacific (referred to as our School Portal in the video).

- Learn more about how to use International Funds Transfer (YouTube) (<https://www.youtube.com/watch?v=etnQ81uS-vA>)

The video is available in the following languages:

- Cantonese (Vimeo) (<https://player.vimeo.com/video/136655116>)
- Mandarin (Vimeo) (<https://player.vimeo.com/video/138694138>)
- Spanish (YouTube) (<https://www.youtube.com/watch?v=wckM97dbtAY&feature=youtu.be>)

Click here ([http://business.westernunion.com/media\(58d28098-df21-47e6-9ab2-3d7c390ca303\)?download=false](http://business.westernunion.com/media(58d28098-df21-47e6-9ab2-3d7c390ca303)?download=false)) for the most updated Currency List.

Late Fees

Fee Amount: 2.5% late fee not to exceed \$100

Fall/Spring Fee Assessment Frequency: Tuition & fees are to be paid in full no later than five business days following the final day of the add/drop period for the current semester, or students must have an Installment Plan on file by the same date (five days after the add/drop period). Late fees will be assessed on the sixth business day after the final day of the add/drop period and every billing cycle thereafter on the entire balance due. Please see the billing cycle located in the **Billing** section. If there is a charge on your account that you are disputing you will need to notify the Business Office in writing (SAC_busoffice@pacific.edu) immediately to prevent a late fee from being assessed on the disputed amount.

Additional charges incurred by students following the final day of the add/drop period for the current semester are to be paid in full within five business days after the charges are posted to the student account. If a student has an Installment Plan on file in the Business Office they can add additional charges to the plan by completing an Installment Plan Amendment form within the five business days. Late fees will be assessed based on the following schedules:

Summer Session Late Fee Assessment Frequency: Tuition and fees are to be paid in full on the first day of the session. Pacific/Sacramento does not offer the deferred payment plan during the summer semester. Late fees will be assessed the next business day and every 30 days thereafter until the balance is paid.

On-Campus Summer 2018 Advanced trial Advocacy Session 1: *Payment due in full on May 15.*

On-Campus Summer 2018 Session 2: *Payment due in full on May 28*

On-Campus Summer 2018 Session 3: *Payment due in full on July 2.*

Summer Abroad Session Fee Assessment: Fees associated with the Salzburg Summer programs are due in full on the first day of the program. Pacific/Sacramento does not offer the deferred payment plan during the summer semester. Late fees will be assessed the following business day and every 30 days thereafter until the balance is paid in full.

Additional charges for any summer session that occurs after the first day of class are due the next business day after the charge is assessed on the student account. Late fees for additional charges will be assessed based upon the academic year billing cycles, which can be found under the **Billing** section of this document.

Late Fee Grievance: All grievances relating to late fees are to be made by completing a **Late Fee Grievance Form** and submitting the form to the Business Office for consideration. All balances, less the late fee in dispute and any charge that you have notified the Business Office that you are disputing, must be paid in full prior to submitting a late fee grievance form. Forms can be emailed, faxed or delivered in person to the Business Office. Forms will be processed within five business days of receipt and an email notification will be sent to the students' Pacific email account regarding the decision.

Installment Plan

Installment Plans for Academic Year 2017-2018

Installment Plan: An installment plan to pay tuition and fees is offered to all students except for those who are attending McGeorge on an F-1 or J-1 visa. Each student that elects to participate in the Installment Payment Plan must sign a contract with the Business Office by the dates outlined below. Students who receive Financial Aid may also elect to participate in this plan to pay off any remaining balance on tuition and fees. Additional charges incurred after the set-up of the installment plan can be added by completing an **Installment Plan Amendment Form** with the Business Office. The Business Office will not make any changes to contracts unless the amendment form has been submitted and approved. If the Installment Plan Amendment Form is not completed the additional charges are due in full no later than five business days after the charge has been posted to the students' account.

If there is a failure to make any of the scheduled payments, as outlined by the signed contract, University of the Sacramento campus will assess a late fee, withdraw the student from the current term and may declare the unpaid balance to be in default and demand immediate payment of the entire unpaid balance including: principal, accrued interest, late fees and any applicable collection fee's. Collection costs shall not exceed 30% of the principal, interest and late fees at the time of acceleration.

Because of the short time frame, we do not offer Installment Plans during the summer sessions.

Installment Plan A: This installment plan allows the student to pay tuition and fees in four equal installments. There is a \$40 set-up fee and the student must elect to participate in this plan by the dates in the schedules below:

Fall 2018 Installment Plan A Due Dates

Spring 2019 Installment Plan A Due Dates

Installment Plan B: This installment plan allows the student to pay tuition and fees in three installments. There is a \$50 set-up fee and the student must elect to participate in this plan by the dates in the schedules below:

Fall 2018 Installment Plan B Due Dates & Payment Amounts

Spring 2019 Installment Plan B Due Dates & Payment Amounts

¹ Late fees are 2.5% (not to exceed \$100).

Withdrawal & Transfer of Division

Students who withdraw or transfer divisions after a semester begins will have their tuition adjusted according to the schedule below. Students who change divisions and who receive institutional scholarships will have their scholarship reduced/prorated using the percentage of tuition charges below. Please see the financial aid office before making a final decision to ensure you understand your financial obligations.

Fall/Spring Semester

- Week 1 = 100% Refund
- Week 2 = 60% Refund
- Week 3 = 40% Refund
- Week 4 = 25% Refund
- Week 5 and after = 0% Refund

Summer Sessions

- Day 1 = 100% Refund
- Day 2 = 60% Refund
- Day 3 = 40% Refund
- Day 4 = 25% Refund
- Day 5 and after = 0% Refund

Billing Schedule

Bills are generated electronically based on the schedule below. If you have an outstanding bill or have had activity within the previous month, an electronic statement will be generated and an email will be sent to your University of the Pacific account. A "dynamic" bill which provides detail of all your student account activity can be viewed at any time by logging onto insidePacific.

Academic Year 2017-2018 Billing Cycle Dates

Summer 2018 Billing Cycle Due Dates

Academic Year 2018-2019 Billing Cycle Dates

Disclaimer – These are projected billing dates. The University reserves the right to modify these dates at any time and without prior notice.

Refunds

If payments are made by credit/debit card (including, but not limited to tuition, fees and housing charges) and additional financial aid is received after those payments were made, we are bound by our merchant agreement to refund credit card payments before issuing a refund to you. Any credit/debit card payments made within 180 days of the date the credit occurred on the account are returned first, and any additional credit is refunded to the student second.

Any credit balance on your account, which is not impacted by our credit card merchant agreement or as a result of an IFT or wire payment for personal expenses (please see the University policy regarding overpayments above), will be returned to you in the form of a Refund Disbursement; At the beginning of each semester, the McGeorge Business office will begin to process student refunds after the Add/Drop period has ended (typically the second week of the semester). During the rest of the semester, the Business Office refund disbursement schedule will follow the University of the Pacific's check runs which occur on Monday and Wednesday nights. Refunds generated as a result of net financial aid will be mailed to your mailing address on file with the Office of the Registrar. Please allow a delay of up to five (5) business days to receive Refund Disbursements via a paper check. Students that elect to receive Direct Deposit of these disbursements will receive the money typically within three (3) business days. All charges must be paid in full before refunds can be issued from any form of financial aid.

Title IV Authorization to Release Non-Institutional Charges (and prior year charges) Form

In order to use financial aid to cover any charges not directly related to taking a class such as health insurance, bookstore charges, library fines, student locker fees, parking fees, card replacement fees, or returned check fees, the McGeorge Business office must have a completed Title IV Authorization Form (pdf) (<http://mcgeorge.edu/Documents/Forms/McGTitleIVAuthorization.pdf>) prior to funding being disbursed.

Course Add or Drop

Students can add/drop a course during the first week of each semester without penalty, or on the first day of each Summer session. Please note that additional tuition charges may result from add/drop actions.

Disclaimer

University of the Pacific, Sacramento campus reserves the right to change fees, modify its services, or change its programs at any time and without prior notification being given.

Questions?

Building: Administration

Phone: 916.739.7054

Hours: Monday, Tuesday, Thursday and Friday from 8:30 a.m. to 5 p.m.,
Wednesday from 8:30 a.m. to 6 p.m.

Address: 3200 Fifth Ave., Sacramento, CA 95817

Map View: Business Office Map (http://mcgeorge.edu/Future_Students/Life_at_McGeorge/The_Campus/Map/Business_Office_Map.htm)

Fax: 916.739.7134

Email: sac_busoffice@pacific.edu