

# Summary of International Student Tuition and Fees Policies

Prepared by: The Cashier's Office & The International Student Programs

*International students attending De Anza College on an F-1 student visa/status must comply with the non-immigrant rules and regulations mandated by the Department of Homeland Security of the United States. F-1 students are required to submit a Financial Statement showing that they have sufficient funds for studying and living in the U.S., estimated US\$17,066 per year.*

*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 2008-09** and **are subject to change without notice.**

### **Tuition and Enrollment Fees**

**\$136 per unit (\$123 for tuition + \$13 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.

**(\$136 x 12 units per quarter) x 3 quarters = \$4,896 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 (\$37.50):**

**Campus Center: \$16.00**

**Health Services: \$14.00 (please note: health insurance fees are separate, see below)**

**DASB membership: \$6.00**

**Registration Support: \$1.50**

### **Health Insurance Fee**

Purchase of health insurance as selected by the Foothill-De Anza College District is **REQUIRED** of all international students who are De Anza F-1 students. The current cost is **\$390.00 per 4-month-cycle**. (Note: To be eligible for enrollment in DA's No-fee Installment Payment Plan, one must demonstrate full payment of Health Insurance fee.)

## **PAYMENT POLICY**

**All fees are due upon registration.** If your payment is not received or have not initiated the enrollment of De Anza's No-Fee Installment Payment Plan by the **2<sup>nd</sup> Friday of each quarter or the 1<sup>st</sup> Friday of summer** (for F-1 visa issued by De Anza College only), a **HOLD** on your records will be placed immediately after the expiration of this deadline. **The HOLD status suspends all registration services by the College: such as issuance of transcripts, diplomas, certificates, immigration paperwork, etc. and prevents the student from registering for the next quarter.** 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 percent will be charged to the student.

It is highly advisable that during registration, students are to check [www.deanza.edu/my](http://www.deanza.edu/my) for their charges online and during attendance at De Anza College to stay current with changes to school policy.

## **No-Fee 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. Upon completion of your payment of health insurance fee and domestic fees (enrollment, material & basic fees), you are eligible to enroll in the tuition payment plan. The college reserves the right to refuse enrollment due to inadequate payment history. You must enroll in the plan **by the 2<sup>nd</sup> Friday of the quarter or 1<sup>st</sup> Friday 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.

**Telephone:** Pay by phone on our [STAR system](#) at 408-777-9394.

**Fax:** Send your credit card authorization with payment amount to 408-864-5800. Include the following information: 1) card holder's name, 2) credit card number, 3) expiration date, 4) authorizing signature, 5) the student's PRINTED full name and 6) student ID number.

**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, in person at the Cashier's window or by using a touch-tone phone to use the college's [Student Telephone Assisted Registration \(STAR\) System](#) at 408-777-9394 by following the step-by-step instructions on the phone. 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.** Please refer to the Refund Schedule and Policy in the Class Schedule or on the web for more details. <http://www.deanza.edu/registration/cashier/refunds.html>

**Tuition and fee charges are refunded/credited upon classes dropped within the deadlines specified below:**

**Drops during the first week of the quarter - 100% tuition & domestic fees,**  
**Drops during the second week of the quarter -75% of tuition and 100% of domestic fees,**  
**Drops during the third week of the quarter -50% of tuition and no refund for domestic fees,**  
**Drops during the fourth week of the quarter -25% for tuition and no refund for domestic fees,**  
**and NO tuition nor fees are refunded for withdraws/drops after the fourth week of the quarter!**

**Drops during the first week of summer -50% of tuition and no refund for domestic fees,**  
**and NO tuition nor fees are refunded for withdraws/drops after the first week of summer!**

**Students who drop/withdrew from classes after the drop for refund deadline above are responsible for all fees. All refunds will be processed no earlier than the first day of the third week of school.**

## PARKING PERMIT INFORMATION

Student parking decals ordered and paid for online are subject to a small shipping and handling fee (\$2.50-\$6.00). Upon completion of the online purchase, you will receive a purchase confirmation via e-mail or text message. An interim permit will be immediately available for all paid orders. The interim permit (good for 15 calendar days from date of purchase) is for temporary display until your decal arrives in the mail. **All decals are mailed to the address specified on the order. No refund for annual permits. Unused quarterly permits may be returned by 2<sup>nd</sup> Friday of quarter or 1<sup>st</sup> Friday of Summer to be refunded.**

In-person payments are still accepted at the cashier's counter in the Student and Community Services Building. There is no shipping and handling fee if you pay for your permit in person. Students **MUST** pre-order the decal online before any payment will be accepted at the cashier's counter. Ordering of parking decals are available through the [online registration system \(My De Anza\)](#) when you register for classes.

Review <http://www.deanza.edu/map/parkinginfo.html> for other parking information.

## Contact information: Cashier's Office

De Anza College  
21250 Stevens Creek Blvd.  
Cupertino, CA 95014  
(408) 864-8747  
Fax: (408) 864-5800  
e-Mail: [deanzacashier@fhda.edu](mailto:deanzacashier@fhda.edu)  
Location: [Student and Community Services Building](#)

Hours: (closed Friday and Saturday during summer session)

### *First Two Weeks of Quarter (extended hours)*

Monday-Thursday: 8 a.m. to 7:30 p.m.

Friday: 8 a.m. to 4 p.m.

Saturday: 8 a.m. to 1 p.m.

### *Regular Hours during the Quarter*

Monday-Thursday: 8 a.m. to 7 p.m.

Friday: 8 a.m. to 1 p.m.

Saturday: 8 a.m. to 1 p.m.