

Commonly Asked Questions

- Q:** If I sign up for monthly payment in August, do I need to sign up again in January?
- A:** Yes. Payment for each session (fall and spring) is handled separately. If you would like to sign up for a payment plan for the entire year, you will need to sign up in fall and once again in spring.
- Q:** What if I miss the late sign up period? Can I still sign up for a payment plan?
- A:** Once you miss the late sign up period, you will need to submit your entire session payment to Soka University of America.
- Q:** Is it possible to pay in full on one session and sign up for monthly payments for the other session?
- A:** Yes. You can sign up either for fall or spring, or both. If you are signing up for both sessions, please make sure to sign up in fall and again in spring.
- Q:** What if the 10th falls on the weekend?
- A:** The payment should be post marked no later than the following business day (Monday).
- Q:** Why is my payment more than what I paid last year?
- A:** The tuition due amount is determined by how much financial aid you receive for each session/year. For question regarding the change in your financial aid amount, please contact the Office of Financial Aid.
- Q:** How do I find out how much I owe?
- A:** You may view your account summary in the PeopleSoft system, or contact the Office of Student Accounts.
- Q:** How do I know if the payment was accepted?
- A:** Payment information can be viewed through account summary in the PeopleSoft system, or contact the Office of Student Accounts.
- Q:** Who can I contact regarding my payment plan account?
- A:** For any question regarding your payment, Please contact the Office of Student Accounts

Soka University of America
Office of Student Accounts



PAYMENT PLAN OPTIONS

Fall 2011

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Spring 2012

Contact Information

Office of Student Accounts
Founders Hall, 2nd Floor
1 University Drive
Aliso Viejo, CA 92656
Fax: (949) 480-4151
E-mail: studentaccounts@soka.edu

Direct Telephone Line

Eiko Vogtman
Manager of Student Accounts
(949) 480-4129

Yumiko Dittmar
Student Accounts Assistant/Cashier
(949) 480-4043

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Office of Financial Aid

Phone: (949) 480-4042
E-mail: financialaid@soka.edu

IMPORTANT!!
You will need to sign up
in Fall and again in
Spring.

Tuition, room & board and health insurance fees at Soka University of America (SUA) will be charged on a session basis. The cost for each session is half of the annual cost.

Students and/or parents have an option of paying their tuition, room & board balance, along with their health insurance fees (if applicable) in full for the session or in 5 monthly installments for the session.

In order to serve you better, SUA offers two payment options. Please read them carefully and select the option that best fits your needs.

NOTE: *Your bill includes charges for tuition, room & board, and health insurance fee only. You are not billed for books, personal expenses, or transportation costs. Please be aware that any changes to your financial aid award may cause your expected payment calculation to change. For questions regarding the financial aid award, please contact the Office of Financial Aid.*

Tuition Payment Procedures

1. Read the detailed explanation from this pamphlet
2. Select your payment option:
 - Option 1: Payment in Full by Session**
Remit your payment to Soka University:
By August 10, 2011 for Fall 2011
By January 10, 2012 for Spring 2012
 - Option 2: Monthly Payment Plan**
Sign up for payment plan
By August 9, 2011 for Fall 2011
By January 9, 2012 for Spring 2012
3. Submit Payment Plan Agreement Form to the Office of Student Accounts in fall and spring. *(retain a copy for your records)*
4. Submit \$25 payment plan fee (if applicable) and payment plan payment by the due dates.

OPTION 1: PAYMENT IN FULL BY SESSION

Payment Due Dates

Fall Session: August 10, 2011
Spring Session: January 10, 2012

OPTION 2: MONTHLY PAYMENT PLAN

To help meet your educational expenses, SUA provides you with a monthly installment option for tuition, room & board, and health insurance fees after financial aid have been credited.

Signing up on a Payment Plan

Payment arrangement must be made by sending a Payment Plan Agreement Form to the Office of Student Accounts. The cost to sign up is \$25.00 per session. Please make sure to sign up to the plan in fall and again in spring. Initial sign up and change request must be made by the due date.

Payment Plan will be set up for the total on the Payment Plan Agreement form for the application term. If there are any additional amounts due, students will be notified to pay the difference.

Sign-up form DUE DATE

Payment Plan Agreement Form must be received to request a sign up or change in the plan. All forms must be received by the following date (no exceptions):

Fall Session: August 9, 2011
Spring Session: January 9, 2012

Late Sign-up

Once the deadline is passed, the sign up fee and the number of installments will be as follows:

Fall Session	Installments	Sign up Fee
8/10 ~ 9/9	4 payments	\$50
9/10 ~ 10/9	3 payments	\$100

Spring Session	Installments	Sign up Fee
1/10 ~ 2/9	4 payments	\$50
2/10 ~ 3/9	3 payments	\$100

Payment Dates

After signing up to the payment plan, you are responsible in submitting payments on the 10th of each month.

Payment Information

Payment Method

Checks

Personal Check, Money Order or Bank Certificate

Check payable to:

“Soka University of America”

Mail to: Soka University of America
ATTN: Student Accounts
1 University Drive
Aliso Viejo, CA 92656

Online Credit Card Payment

Credit card payment can be made through People-Soft. SUA accepts following credit cards:

- Visa
- MasterCard
- American Express
- JCB
- Discover

Instructions at: www.soka.edu/studentaccounts

Wire Transfer

Please contact the Office of Student Accounts to obtain the wire transfer information.

Cash

Cash payment is accepted at the Office of Student Accounts. Please **DO NOT MAIL CASH**.

Returned Check/Payment

In the event a payment is rejected by credit card processor, or a check is returned unpaid to SUA for any reason, a returned check fee of \$20.00 will be charged. The fee will assess to each item return and will be posted to the student account.

A hold will be placed on the student account until the amount of the returned check and fee is paid, and late fees will apply accordingly. In the event a returned check is received, repayment must be made to SUA using cash, certified check, money order or cashier's check to cover the check and any applicable administrative fee.

If SUA receives three (3) or more returned checks on any one account, another personal check will not be accepted for a minimum of two (2) years.