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.
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, 2012 for Fall 2012
     - By January 10, 2013 for Spring 2013
   - **Option 2: Monthly Payment Plan**
     Sign up for payment plan
     - By August 9, 2012 for Fall 2012
     - By January 9, 2013 for Spring 2013
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**

<table>
<thead>
<tr>
<th>Session</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Session</td>
<td>August 10, 2012</td>
</tr>
<tr>
<td>Spring Session</td>
<td>January 10, 2013</td>
</tr>
</tbody>
</table>

**Payment Dates**

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

**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):

<table>
<thead>
<tr>
<th>Session</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Session</td>
<td>August 9, 2012</td>
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<tr>
<td>Spring Session</td>
<td>January 9, 2013</td>
</tr>
</tbody>
</table>

**Late Sign-up**

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

<table>
<thead>
<tr>
<th>Session</th>
<th>Installments</th>
<th>Sign up Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Session</td>
<td>8/10 ~ 9/9</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>9/10 ~ 10/9</td>
<td>$100</td>
</tr>
<tr>
<td>Spring Session</td>
<td>1/10 ~ 2/9</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>2/10 ~ 3/9</td>
<td>$100</td>
</tr>
</tbody>
</table>

**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
- Visa
- MasterCard
- JCB
- Discover
- American Express

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.