

GUIDELINES ON PAYMENTS

Integrated Science Program (ISP) tuition and fees payment is regulated by the provisions in this document.

1. Tuition and fees for the Integrated Science Program can be paid at the “Students Accounts” office, located in building “B”. Students accounts office hours are:
Monday – Friday: 8:30 a.m. – 4:30 p.m.
Saturday: 8:30 a.m. – 2:30 p.m.

Students Accounts telephone number: (562) 947-8755 ext. 751 and/or 752

You may pay tuition and fees online using the secured online payment gateway, begin by logging on to the Online Student Services web page:
<https://webapps.scuhs.edu/OnlineStudentServices/>

2. Questions are always welcome with Student Accounts. It is a student’s privilege to review his/her account at any time. If you would like to review your file, please make arrangements with Student Accounts. Also, you may view your student account online. Please to the IT instructions to view your statement online.

PAYMENT DEADLINES:

3. The one-time non-refundable \$50.00 **application fee** must be paid **ONLY ONLINE AT THE TIME OF THE APPLICATION** for ISP.
4. **Tuition and all other fees** are always **DUE ON THE FRIDAY PRIOR TO THE FIRST DAY OF CLASS** with a **GRACE PERIOD UNTIL THE THURSDAY FOLLOWING THE FIRST WEEKEND OF CLASSES.**
5. Payments received after the Thursday following the first weekend of classes are considered **late payments**. There is a **10% (TEN PERCENT) LATE FEE APPLIED TO ALL LATE PAYMENTS.**
6. Current tuition and fees are published in the ISP’s website at:
<http://www.integratedscienceprogram.com/tuition-and-fees.cfm>.

METHODS OF PAYMENT:

7. **Financial Aid, Scholarships and Grants:** Financial Aid is usually received by Electronic Fund Transfer. The University will collect tuition and fees and the remaining balance for living expenses (if applicable) will be available to you after completion with a grade of your first class.

8. **Payment Plans:** Installment plans are available for tuition and fees payments to students who are not receiving financial aid and are registered for a minimum of 2 classes. Please see Student Accounts for payment plan details. A fee of \$50.00 is assessed for participation in the payment plan option.
9. **Personal Checks:** We accept money orders/cashier checks and personal checks made payable to Southern California University of Health Sciences (SCUHS).
10. **Credit and Debit Cards:** All major credit and debit cards are accepted for tuition and fees payments.

PROCEDURE FOR DISTRIBUTION OF FINANCIAL AID:

When a student's financial aid is electronically transferred to the University, it is first logged in at the Financial Aid Office. Student Accounts then posts this aid to your student account. Tuition and fees are collected and the remaining balance (if this is the case) is made available to the student for living expenses. The living expense check is available usually within 1 or 2 business days from the day the funds are received. In order to pick up the living expense check, the student must show a valid Student ID card.

Financial Aid received in form of a check that is payable to SCUHS will be processed in the same manner as above, and any remaining balance is available to the student for living expenses. The living expense check is usually available within 1 or 2 business days after Student Accounts has received it.

Financial Aid checks received that are made payable to the student and the University must first be endorsed by the student and deposited by the University. Any remaining balance after tuition and fees are collected will be available within 1 or 2 business days after the student has endorsed the check.