Business Services Office
Dominican University of California
Bertrand Hall Room 103
Phone: 415-257-0161 Email: bills@dominican.edu
Hours: Monday through Thursday 9a.m.-6p.m., Friday 9a.m.-5p.m.

Your Student Account is available ONLINE!!!
https://selfservice.dominican.edu

Payments
Payments can be made in cash, check or money order.
● Mail: take advantage of the return envelope included with your monthly billing statement. Please do not send cash through the mail.
● In person: come to our office in Bertrand Hall Room 103 to make your payments.
● Online: at https://selfservice.dominican.edu . For more information, visit www.dominican.edu/epay .

Payment Plan
A Payment Plan is available to enrolled students who do not have any past due balances. Payments are due on the 1st of each month and begin August 1 for Fall semester, January 1 for Spring semester, and June 1 for Summer Semester. Balances may be divided into no more than 4 payments for Fall and Spring semesters, and no more than 2 payments for Summer semester. Dominican charges an interest rate of 0.83% per month on the unpaid account balance, and a late charge of $50.00 will be assessed for any payment received past the due date.

<table>
<thead>
<tr>
<th>Fall Semester Due Dates</th>
<th>Spring Semester Due Dates</th>
<th>Payment Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>January 1</td>
<td>Remit at least 1/4 of the Payment Due Amount by Due Date</td>
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<tr>
<td>September 1</td>
<td>February 1</td>
<td>Remit at least 1/3 of the Payment Due Amount by Due Date</td>
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<tr>
<td>October 1</td>
<td>March 1</td>
<td>Remit at least 1/2 of the Payment Due Amount by Due Date</td>
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<tr>
<td>November 1</td>
<td>April 1</td>
<td>Remit Payment Due Amount in full by Due Date</td>
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Tuition
Tuition rate is based on the number of registered units as of the date of this bill. Please note that if you have not registered for all of your classes at the time of this bill or if you are waitlisted for a class, your actual tuition amount will be higher.

Financial Aid
The Business Services Office automatically deducts any financial aid a student is expecting to receive, based on the enrollment level (full time, ¾ time, half time) indicated on the Award Letter. Awards deducted as anticipated aid may include grants, scholarships and student loans that have been accepted but are still in process, and Federal PLUS or private loans for which Dominican has already received notice of loan approval. Awards that are not deducted include work study awards, Federal PLUS or private loans for which an approval has not yet been received by Dominican, and private scholarships or grants for which Dominican has not yet received funds. You have the right to cancel all or a portion of your Federal Stafford Loan (Subsidized and Unsubsidized), Federal Parent PLUS Loan, Federal Grad PLUS Loan, Federal Perkins Loan, or Federal TEACH Grant within 14 days of disbursement.

If your enrollment level will be different than what is listed on your Award Letter, if you do not see anticipated aid that you are expecting, or if you have any other questions about financial aid, please contact your financial aid advisor by calling 415-257-1350 or email finaid@dominican.edu

Student Medical Insurance
Coverage in the Dominican Student Health Plan is mandatory for students who are enrolled in 6 units or more. Students can waive coverage if they can provide proof of healthcare coverage through another plan. It is the student’s responsibility to either enroll or waive coverage in the Health Plan by September 21.

To do this:
● Go to http://studentnet.kp.org
● Choose “Dominican University” from the list of schools
● Click “Waive Plan” or “Enroll Now”
● Log on using your 9-digit ID number on the top right corner of this bill. Include all zeroes.

The cost for the Kaiser Health Plan is updated every year. Please go to www.dominican.edu/studenthealthplan for the most current student health plan cost. The sum will be divided into two semesters Fall bill and Spring bill. Failure to waive coverage by September 21 will result in a charge to your Dominican account. The medical coverage runs from August 15 through August 14 the following year. The HMO is available year round to all students who are enrolled in the Kaiser plan. Please refer to the Kaiser Permanente website for information about coverage during the designated breaks and the summer months. http://studentnet.kp.org

Information on your Billing Statement

ID: Your Student ID Number
Charges: Costs Incurred on your Account
Credits: Disbursed Financial Aid and Payments
Anticipated Aid: Financial Aid not yet Disbursed
Payment Due: Amount still owed by student
Important Message about your account
Payment stub – please remit with your payment