

Student Financial Services

MAKE A PREPAYMENT ONLINE



Why is prepayment required?

Prepayment is required when one of the following occurs:

1. You were administratively dropped from your courses for non-payment
2. You did not enroll in courses during the general registration period, and the tuition and fees due date has passed
3. **Note:** if you were administratively dropped, you will be required to pay the administrative drop fee of \$37.50 in addition to the tuition and fees. Only paying the administrative drop fee will NOT remove the prepayment hold

What if my account doesn't reflect any fees to pay?

- Since you are not currently enrolled in courses, tuition and fees will not appear on your student account or the payment site
- The process of prepayment is all manual, and this guide will walk you through how to make your payment

I am receiving financial aid; can I use those funds to prepay?

- Financial Aid can be used to remove the prepay hold if the following applies:
 1. The funds you are receiving are enough to cover the full tuition and fees
 2. The funds pay a portion of your tuition and fees, and you prepay the remaining balance
 3. You have no prior balances due on your student account. All prior balances must be paid in addition to the current semester prepayment before the hold will be removed

Can I still enroll in a payment plan?

- Students can prepay and enroll in a payment plan. The following must occur in this order before the prepayment hold is removed.
 1. You prepay the first installment (consists of the health services fee + 1/3 of tuition and fees)
 2. You email a request to be enrolled into a payment plan to sfs@csusb.edu

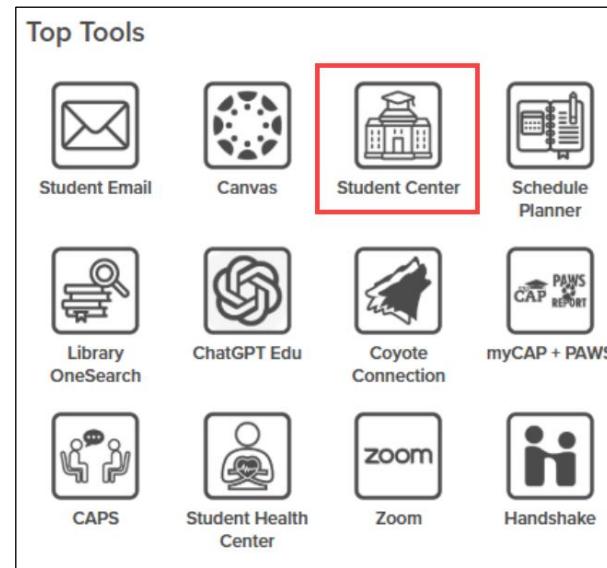
The hold has been removed but I'm still unable to register...

- The final step after prepayment is made, is to contact the Office of the Registrar at recordsinfo@csusb.edu or (909) 537-5200 and request to be term activated
- **Note:** check your to do lists/holds for any other holds that may be preventing you from registering, i.e., health services holds, advising, etc.

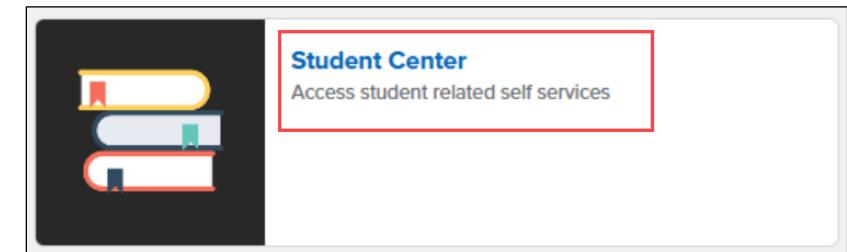
Step 1

- Log into MyCoyote and click on **Student Center**

New Version of MyCoyote



Old Version of MyCoyote



Step 2

- Under the **Finances** section, click on **Make a Payment**

Finances

Account Summary (See * link below)

Term	Fall 2025	Change
Account Balance	\$0.00	
Anticipated Financial Aid	\$0.00	
Remaining Balance	\$0.00	

Account Itemization

***Important Student Fee Information**

Make a Payment

My Account

- Enroll In Direct Deposit >
- Enroll in Payment Plan >

Financial Aid

- View Financial Aid >
- Accept/Decline Awards >

Step 3

- After reading and acknowledging that you have read the disclaimer, click **Next**

Make a Payment Online

Cody Coyote

[View Full Site](#)

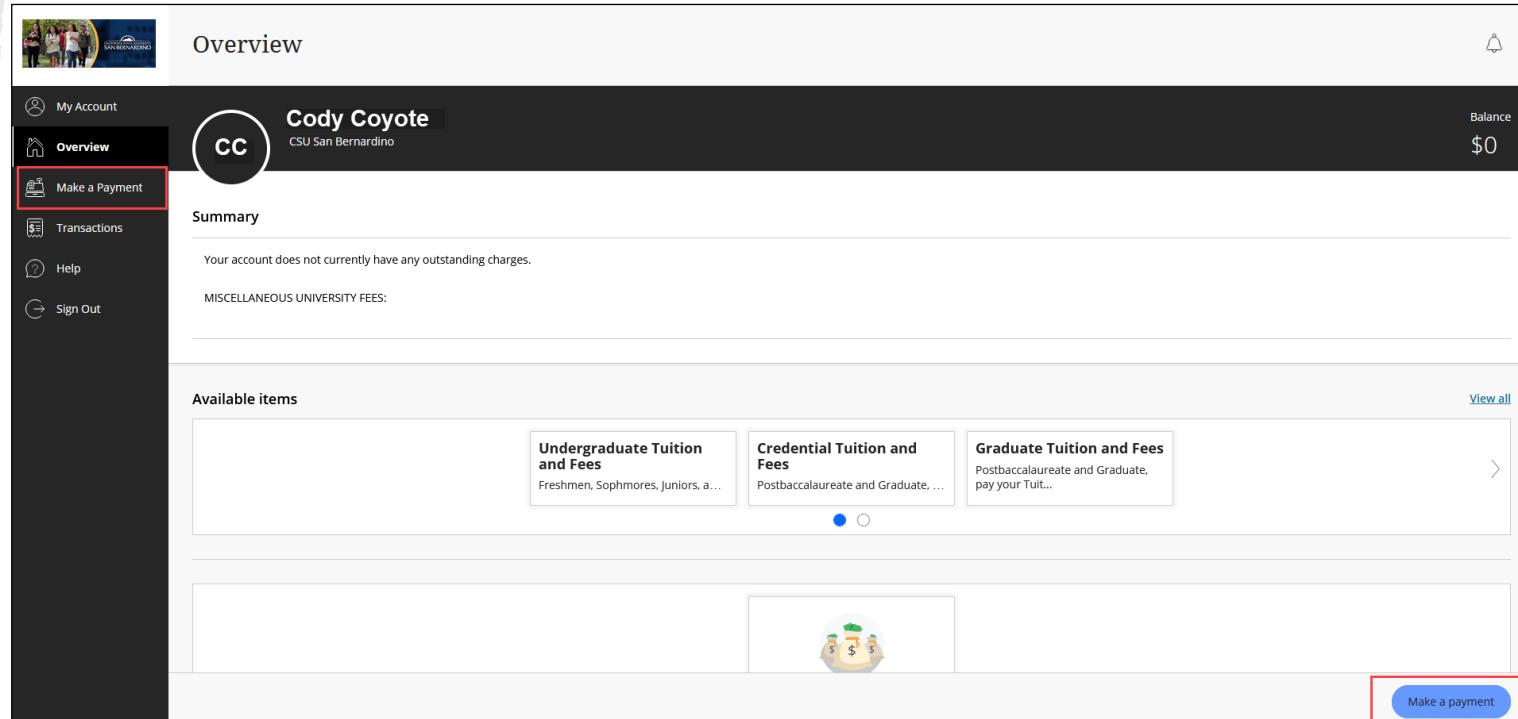
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

• By clicking "Next", you are acknowledging that you have read the above disclaimer.

[Next](#)

Step 4

- Once on the payment site, click on **Make a Payment** (either on the top left or bottom right of the page)
- If you are charged the \$37.50 administrative fee, it will appear under **Summary**. Be sure to select this item when paying.



Step 5

- **Select** the applicable item you wish to pay, or click on **View all items** for a full list of items to pay (for the purposes of this guide, the example will be using Undergraduate Tuition and Fees)
- **Non-Resident** students must also pay the non-resident tuition and fee charges (the option to add these fees will appear under your tuition and fees selection)
- **Professional Program Fees** must be paid for graduate students enrolled in the following programs (the option to add these fees will appear under your tuition and fees selection):
 - MBA
 - MSA
 - MS IST
 - MSEI
 - MPA

Step 1 of 3: Pay amount
1 → 2 → 3

Available items

Undergraduate Tuition and Fees
Freshmen, Sophmores, Juniors, and Seniors, pay your Tuition and fees, Non-resident fees, WICHE WUE fees, SOAR, Late Registration, or make the 1st payment of your Installment Payment Plan.
[View category](#)

Credential Tuition and Fees
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
[View category](#)

Graduate Tuition and Fees
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Professional fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
[View category](#)

Doctoral Tuition and Fees
Doctoral students, pay your Tuition fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
[View category](#)

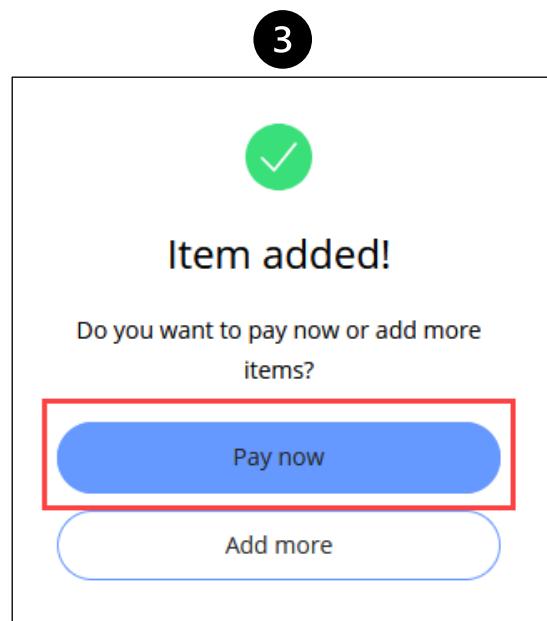
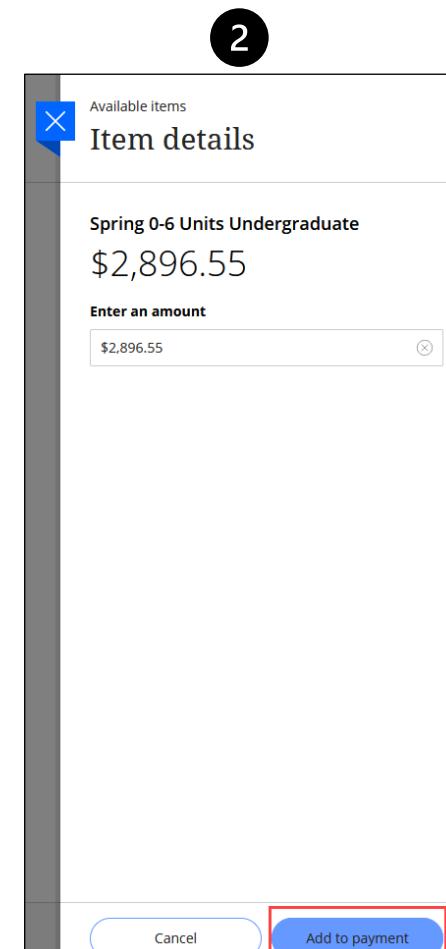
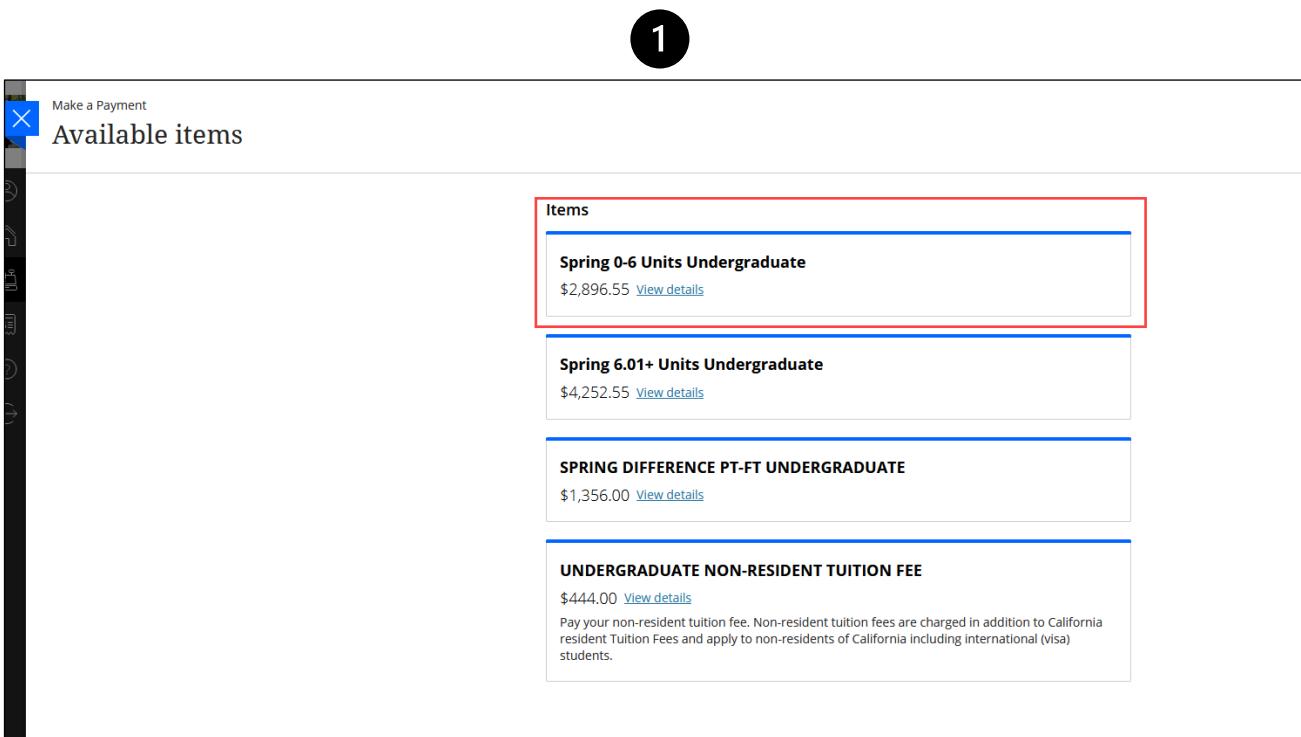
Records and Document Fees
Pay for Change of Major, Grad Checks, Change of Programs, etc.
[View category](#)

College of Education Student Services
Pay for Credential Evaluations, Completion of Level 1 Requirements, and Program Admissions File fees.
[View category](#)

[View all items](#)

Step 6

- **Select** the applicable item you wish to pay, **add to payment** and select **pay now**
- **Note:** if you are prepaying and enrolling in the payment plan, you will be able to edit the amount in **step 2** to pay only the first installment. Prepaying the first installment without emailing your request to enroll in the payment plan to sfs@csusb.edu will not remove the hold



Step 7

- Scroll down and click on **Checkout**

Step 1 of 3: Pay amount
1 2 3

Description	Quantity	Amount	View details	Remove
Spring 0-6 Units Undergraduate		\$2,896.55	View Details	Remove
Total		\$2,896.55		

Would you like to pay for something else?

Available items

Undergraduate Tuition and Fees
Freshmen, Sophmores, Juniors, and Seniors, pay your Tuition and fees, Non-resident fees, WICHE WUE fees, SOAR, Late Registration, or make the 1st payment of your Installment Payment Plan.
[View category](#)

Credential Tuition and Fees
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
[View category](#)

Graduate Tuition and Fees
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Professional fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
[View category](#)

Doctoral Tuition and Fees
Doctoral students, pay your Tuition fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
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[View category](#)

[View all items](#)

?

\$2,896.55

[Cancel](#) [Checkout](#)

Step 8

- Select your **payment method**

Step 2 of 3: Payment method

1 2 3

How would you like to pay?

Payment amount

\$2,896.55

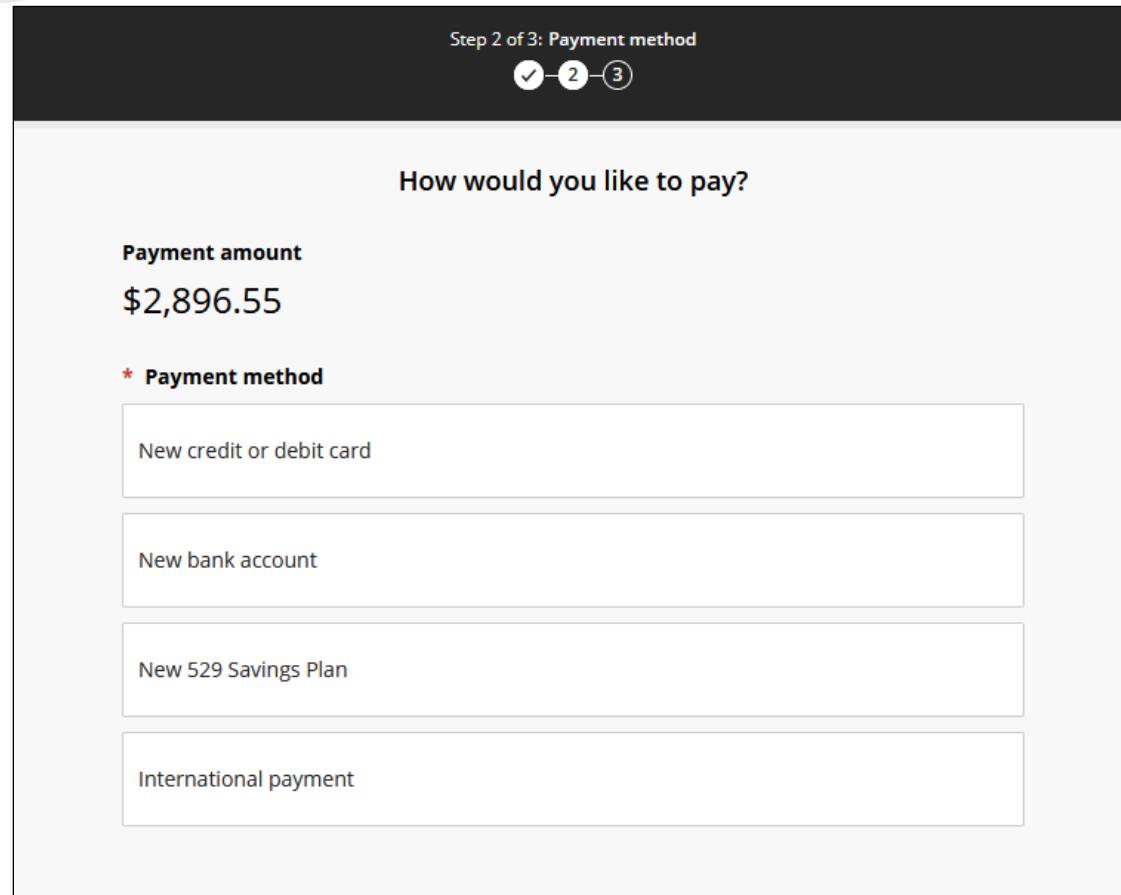
* Payment method

New credit or debit card

New bank account

New 529 Savings Plan

International payment



New Credit or Debit Card

- **Enter** all required (indicated by *****) information and click **continue**
- **Note:** you can save your card information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)
- **Note:** a non-refundable 2.65% service fee is charged for all online credit/debit card transactions
- **Note:** In person credit card payments are **not** accepted

How would you like to pay?

Payment amount
\$2,896.55

*** Payment method** [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER    

*** Card number**

! Card number required

*** Expiration date** *** Security code** i

MM / YY

*** Zip/Postal code**
International cardholders may input "N/A"

Save card for future use

New Bank Account

- Enter all required (indicated by *) information and click **continue**
- Note: you can save your bank account information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)
- No service fee charged

How would you like to pay?

Payment amount
\$2,896.55

* Payment method [Change](#)

New bank account

i **Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

Enter check information (DO NOT ENTER DEBIT OR CREDIT CARD NUMBER)

* Account holder name

! Account holder name required

* Account type
 Checking
 Savings

* Routing transit number i

* Bank account number i * Confirm bank account number

Save bank account for future use

Bank account terms and conditions

By clicking the "I agree" box below, you authorize California State University San Bernardino (CSUSB) to initiate a single ACH/electronic debit from the bank account indicated in this web form for the noted amount on today's date. I understand that because this is an electronic transaction, these funds may be withdrawn from my account on or after the above noted transaction date. I understand that in the event I need to revoke this payment I must contact CSUSB Student Financial Services (909) 537-5162 between 8:00 AM - 5:00 PM PST of the transaction date.

I agree

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

New 529 Savings Plan

- **Enter** all required (indicated by *****) information and click **continue**
- **Note:** you can save your 529 savings plan information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)

How would you like to pay?

Payment amount
\$2,896.55

*** Payment method** [Change](#)

New 529 Savings Plan

Many 529 savings plans can be used to make payments on this website but not all 529 vendors and/or plans are currently supported. Your 529 vendor may also assess a service fee.

*** 529 savings plan name**
Select...

*** 529 savings plan account number**
11 characters

529 service fee
\$0.00

This fee will be deducted from your 529 plan account in addition to the requested withdrawal amount

Save 529 savings plan for future use

529 savings plan terms and conditions

There is a 529 service fee associated with this payment method which will be deducted from your 529 plan account in addition to the requested withdrawal amount. If you set up a recurring payment plan, the 529 service fee will only be deducted the first time you make a payment from your 529 plan account. Using this 529 account payment method is an optional service. For additional 529 payment options, please visit your 529 plan's website.

I have read and agree to the 529 savings plan terms and conditions.

Click on continue and you will be redirected to the 529 savings plan website where you will be asked to log in with your 529 savings plan account username and password.

After logging in, you will be able to review your account balance and choose to pay with your 529 savings plan or cancel to return and select a different payment method.

Only payments that are equal to or less than 90% of your 529 savings plan account balance will be permitted.

International Payment

- **Select** the country you are paying from and complete all steps required for payment following your selection
- **Note:** international payments may take several days to be received. Please plan your payments accordingly with all payment deadlines

How would you like to pay?

Payment amount
\$2,896.55

* Payment method [Change](#)

International payment

* What country are you paying from?

Select...