6.2.2 University Fees: Implementation

1. General Fee Payment Process

### PROCESS STEPS

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Presents all charges and credits from university offices on each student’s university bill.</td>
<td>Student Financial Services (SFS)</td>
</tr>
<tr>
<td>2. Processes the payment of fees by external fellowship or other centrally-administered sources.</td>
<td>SFS or Financial Aid</td>
</tr>
<tr>
<td>3. Processes the payment of fees from school or department funds through GFS, using these charge priorities:</td>
<td>Department</td>
</tr>
<tr>
<td>• Cardinal Care insurance premium (“health_only” charge priority)</td>
<td></td>
</tr>
<tr>
<td>• Campus Health Service Fee (“HLTHSRVC” charge priority)</td>
<td></td>
</tr>
<tr>
<td>• ASSU fees (“assuonly” charge priority)</td>
<td></td>
</tr>
<tr>
<td>• room and board fees (“RM_BD” charge priority)</td>
<td></td>
</tr>
<tr>
<td>• document fees (“Doc_Only” charge priority)</td>
<td></td>
</tr>
<tr>
<td>• dissertation submission costs.</td>
<td></td>
</tr>
</tbody>
</table>
Pays applicable university fees in a timely manner. Fees not paid by another source must be paid by the student using:

- Stanford ePay (preferred);
- payroll deduction from RA/TA salaries;
- by mail at 632 Serra Street, Room 150, Stanford, CA 94309-6036;
- in person at the Cashier’s Office, Maude Modular, 632 Serra Street, Room 150; or the Student Services Center
- at the 24-hour secure drop box on the wall outside the staff entrance to Maude. The Cashier’s Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding University holidays and the second Tuesday of the month. Payments received in the drop box after 5:00 p.m. are processed the following business day.

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2. Health Insurance waiver

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Presents documentation of comparable insurance coverage to Vaden Insurance Desk.</td>
<td>Student</td>
</tr>
<tr>
<td>2. Completes electronic Cardinal Care waiver in Axess before the deadline.</td>
<td>Student</td>
</tr>
<tr>
<td>3. For students who have successfully completed steps 1 and 2, above, cancels Cardinal Care coverage and the associated premium charge.</td>
<td>Vaden</td>
</tr>
</tbody>
</table>

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