6.2.2 University Fees: Implementation

1. General Fee Payment Process

1. Presents all charges and credits from university offices on each student’s university bill.
   
   **PROCESS STEPS** | **RESPONSIBILITY**
   --- | ---
   1. | Student Financial Services (SFS)

2. Processes the payment of fees by external fellowship or other centrally-administered sources.
   
   **RESPONSIBILITY** | 2. | SFS or Financial Aid

3. Processes the payment of fees from school or department funds through GFS, using these charge priorities:
   - Cardinal Care insurance premium ("health_only" charge priority)
   - Campus Health Service Fee ("HLTHSRVC" charge priority)
   - ASSU fees ("assuonly" charge priority)
   - room and board fees ("RM_BD" charge priority)
   - document fees ("Doc_Only" charge priority)
   - dissertation submission costs.
   
   **RESPONSIBILITY** | 3. | Department
4. 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.

2. Health Insurance waiver

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</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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