

07/02/2021

How to Pay Fees

Master's Degree in Clinical Research Program and Advanced Training in Clinical Research Certificate Credit-Bearing Program

Please follow the procedures below for paying your fees each quarter.

1. If a UCSF account is paying for you

Your department must follow the procedures established by Student Accounting for preparing PeopleSoft tuition payment/offset journals each quarter as described on the UCSF Controller's website at <https://controller.ucsf.edu/how-to-guides/contracts-grants-accounting/student-accounting/student-accounting-administrators>. If after reviewing the training materials provided by Student Accounting, you have questions, please contact Melinda Howard (Melinda.Howard@ucsf.edu). **Note: the Function Code for tuition is 78.**

Your department should plan to process fee offsets at least one week before the tuition deadline imposed by the [Office of Admission and Registrar \(OAR\)](#). The OAR will apply late fees to the student's account when the tuition offsets are not processed by the deadline and may also put a hold on the student's ability to register for courses.

2. If you are paying

You are responsible for making payments directly to the Office of Admission and Registrar according to the quarterly deadlines. Payments may be made via the student portal, where you also may view your account status. If you have questions regarding your account, contact Jina Shamim (jina.shamim@ucsf.edu), Associate Registrar.

3. If an outside institution is paying for you

If an institution other than UCSF is paying your tuition you should contact Jina Shamim (jina.shamim@ucsf.edu), Associate Registrar, for instructions on how your institution should pay quarterly fees to UCSF.