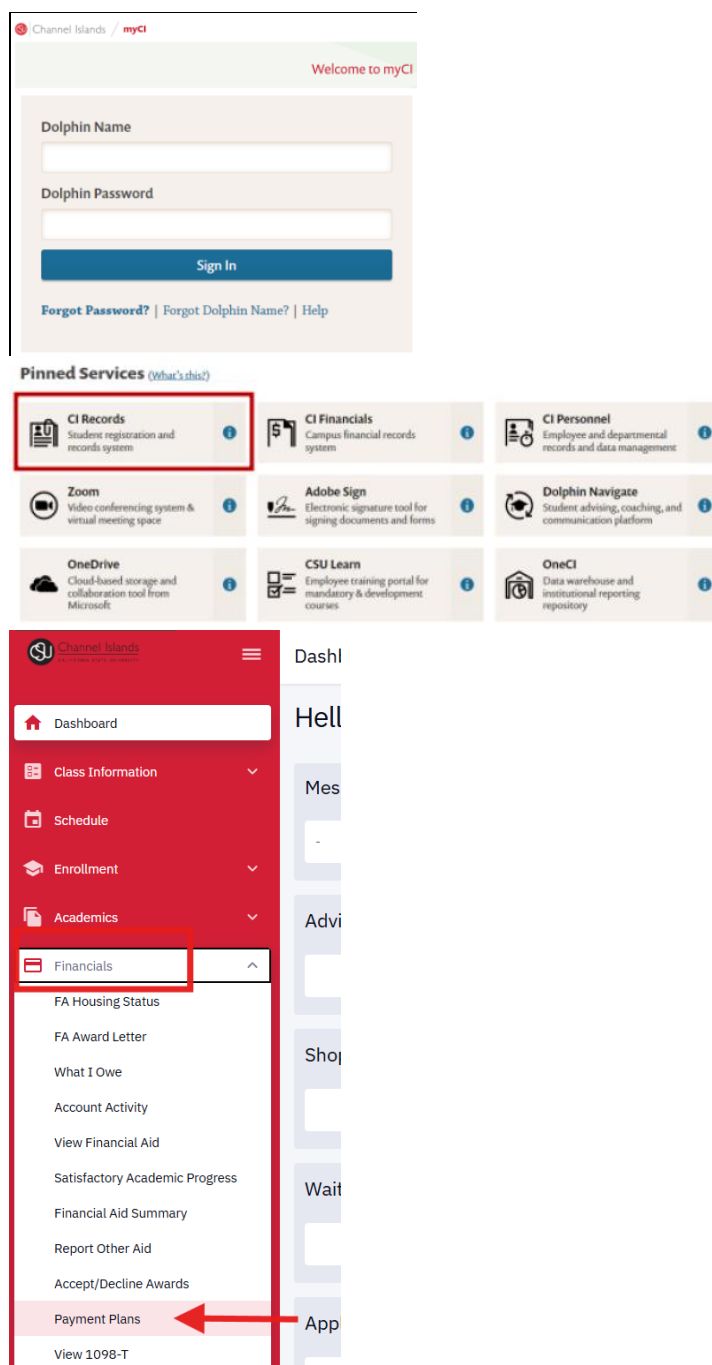


Student Business Services  
Marin Hall – First Floor  
Phone: (805) 437-8810  
Email: [sbs@csuci.edu](mailto:sbs@csuci.edu)

## Online Tuition Installment Payment Plan (TIPP)

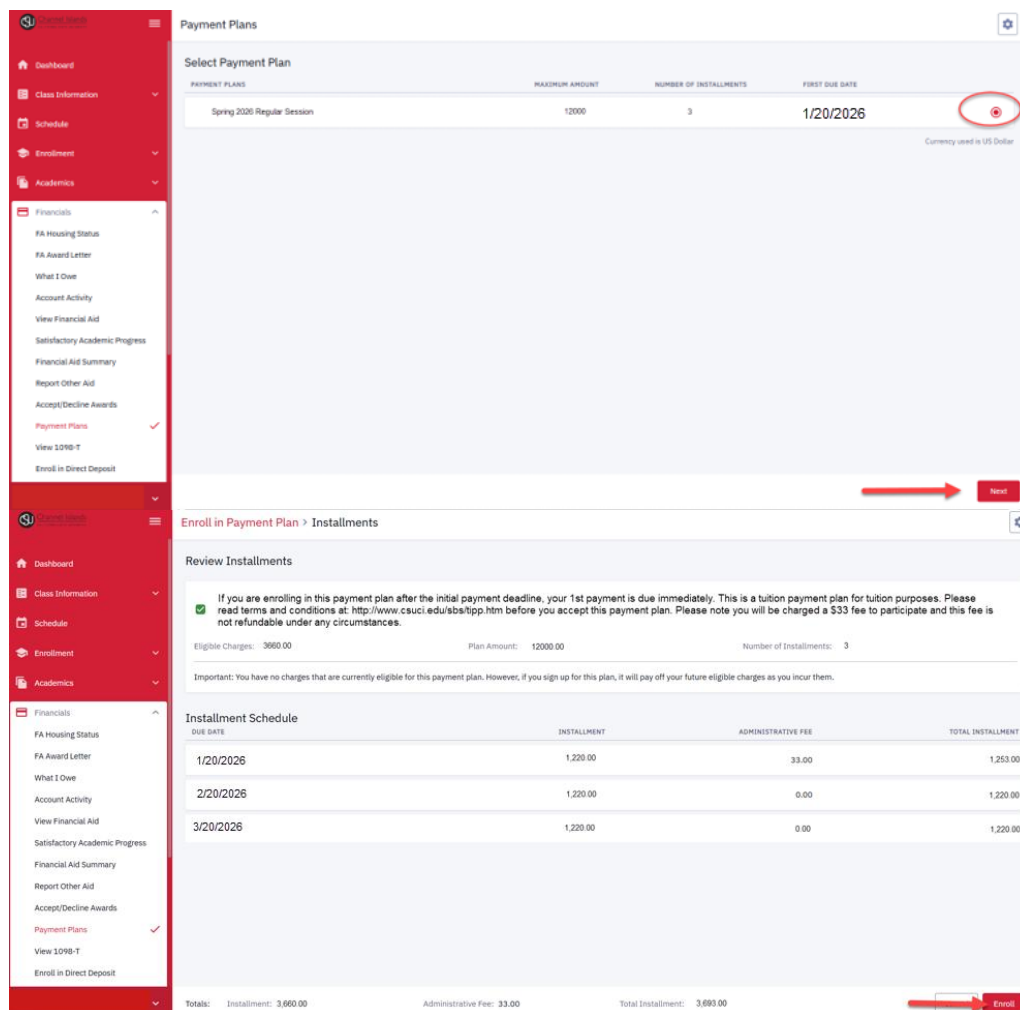
1. Login to myCI portal.
  - Dolphin Name and Password are case sensitive.
  - If you forgot your password, click on **'Forgot Password'**.
2. Locate and click on the **'CI Records'** tile. You will be routed to your Student Dashboard.
3. From the left-hand menu, go to the **'Financials'** section and click on **'Payment Plans'**.



The image displays two screenshots of the myCI portal. The top screenshot shows the login page with fields for 'Dolphin Name' and 'Dolphin Password', a 'Sign In' button, and links for 'Forgot Password?', 'Forgot Dolphin Name?', and 'Help'. Below the login section is a 'Pinned Services' area with various tiles including 'CI Records' (highlighted with a red box), 'CI Financials', 'CI Personnel', 'Zoom', 'Adobe Sign', 'Dolphin Navigate', 'OneDrive', 'CSU Learn', and 'OneCI'. The bottom screenshot shows the 'CI Records' dashboard with a left-hand navigation menu. The 'Financials' section in the menu is highlighted with a red box, and a red arrow points to the 'Payment Plans' option within that section.

Student Business Services  
Marin Hall – First Floor  
Phone: (805) 437-8810  
Email: [sbs@csuci.edu](mailto:sbs@csuci.edu)

4. Select a Payment Plan option.
5. Go to the link specified and read the terms and conditions. The click 'Next'.
  - **Please Note:** You will only be able to select a payment plan if you are eligible.
6. Review the Installments.
7. Select the 'Enroll'.



**Payment Plans**

Select Payment Plan

| PAYMENT PLANS               | MAXIMUM AMOUNT | NUMBER OF INSTALLMENTS | FIRST DUE DATE |
|-----------------------------|----------------|------------------------|----------------|
| Spring 2026 Regular Session | 12000          | 3                      | 1/20/2026      |

Currency used is US Dollar

**Enroll in Payment Plan > Installments**

**Review Installments**

If you are enrolling in this payment plan after the initial payment deadline, your 1st payment is due immediately. This is a tuition payment plan for tuition purposes. Please read terms and conditions at: <http://www.csuci.edu/sbs/tpp.htm> before you accept this payment plan. Please note you will be charged a \$33 fee to participate and this fee is not refundable under any circumstances.

Eligible Charges: 3660.00 Plan Amount: 12000.00 Number of Installments: 3

Important: You have no charges that are currently eligible for this payment plan. However, if you sign up for this plan, it will pay off your future eligible charges as you incur them.

**Installment Schedule**

| DUE DATE  | INSTALLMENT | ADMINISTRATIVE FEE | TOTAL INSTALLMENT |
|-----------|-------------|--------------------|-------------------|
| 1/20/2026 | 1,220.00    | 33.00              | 1,253.00          |
| 2/20/2026 | 1,220.00    | 0.00               | 1,220.00          |
| 3/20/2026 | 1,220.00    | 0.00               | 1,220.00          |

Totals: Installment: 3,660.00 Administrative Fee: 33.00 Total Installment: 3,693.00

**Enroll**

Student Business Services  
Marin Hall – First Floor  
Phone: (805) 437-8810  
Email: [sbs@csuci.edu](mailto:sbs@csuci.edu)

8. Before completing the next steps, you may go to <https://www.csuci.edu/sbs/> to read the Terms and Conditions you are agreeing to by enrolling into the Payment Plan.
9. Check the **‘Yes, I have read agreement’** Box.
10. Select **‘Enroll’**

11. Review the installments
12. You may select **‘View My Account’** to navigate to the **‘What I Owe’** section.

Agreement

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated: 10/10/2025.

☒ Yes, I have read the agreement

Cancel

Enroll

Installment Schedule

| DUE DATE  | INSTALLMENT | ADMINISTRATIVE FEE | TOTAL INSTALLMENT |
|-----------|-------------|--------------------|-------------------|
| 1/20/2026 | 1,220.00    | 33.00              | 1,255.00          |
| 2/20/2026 | 1,220.00    | 0.00               | 1,220.00          |
| 3/20/2026 | 1,220.00    | 0.00               | 1,220.00          |

Currency used is US Dollar

Close

View My Account

Student Business Services

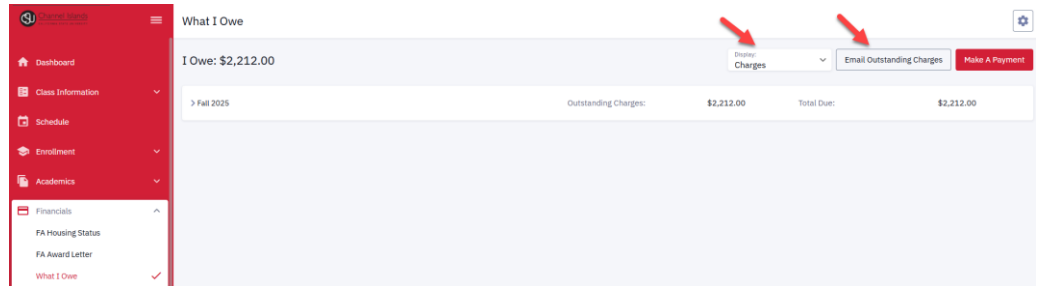
Marin Hall – First Floor

Phone: (805) 437-8810

Email: [sbs@csuci.edu](mailto:sbs@csuci.edu)

13. The following options are available from the **'What I Owe'** section:

- Email Outstanding Charges
- Make A Payment



What I Owe

I Owe: \$2,212.00

Display Charges Email Outstanding Charges Make A Payment

|             | Outstanding Charges: | Total Due: |
|-------------|----------------------|------------|
| > Fall 2025 | \$2,212.00           | \$2,212.00 |