

# VANDERBILT UNIVERSITY

## OFFICE OF STUDENT ACCOUNTS

### GRADUATE AND PROFESSIONAL

#### FALL 2008 NEWSLETTER

As you prepare for the fall 2008 semester, we would like to provide you with information regarding financial policies and procedures related to your upcoming payment obligations.

#### PAYMENT OF INVOICE

The payment deadline for fall semester 2008 charges is **August 20, 2008** (*excluding Owen Executive MBA students*). Current charges can be deferred (*excluding Owen students*) if a Student Account Agreement is on file in the Office of Student Accounts. Any balance not paid by the payment deadline will be assessed a 1.5% late payment fee on August 20 and monthly thereafter. The assessment of late fees is also applicable to deferred balances. Diploma and transcripts will be held until all balances are paid. If you anticipate a problem, please contact the Office of Student Accounts prior to **August 20, 2008**. If you will not be enrolling for the fall semester, please notify the Registrar of your school by this deadline. If your account is not paid or deferred by **August 20, 2008**, your Oasis access will not be available and you will not be allowed to register nor attend classes.

#### E-BILLS

Students should receive an invoice in early August. As soon as students have an invoice available to view, an e-mail notification will be sent to their Vanderbilt e-mail address with detailed enrollment instructions. Once enrolled, the student may add additional users (i.e. parent or guardian) access to invoices.

E-Bill is an online presentation of your Vanderbilt student account invoice and uses a web-based presentation from Sallie Mae to provide secure access to your billing record. In order to use this service, you must enroll at [www.vanderbilt.edu/stuaccts.ebill.html](http://www.vanderbilt.edu/stuaccts.ebill.html).

Vanderbilt University's E-Billing program is presented by Sallie Mae and is secure and reliable. The first of each month (except September and January) you and your designated user(s) will receive an e-mail along with the e-billing logon link; therefore, you will have no more delays in receiving your Student Accounts invoices due to mail processing time. Plus you can view your invoices and make payments simply and securely from one website. If you choose to make an online payment, you will receive a confirmation e-mail for your records. If you prefer to mail your payment, you can print the bill; return the top portion or payment coupon along with your payment to the remittance address on the invoice. Please keep in mind payments are due on the specified due date to avoid a late payment fee.

The E-Bill is updated on the last business day of each month (except September and January); therefore daily transactions after that date will not show up on your E-Bill until the last business day of the following month.

#### Office of Student Accounts

615-322-6693 or 800-288-1144

Fax 615-343-8511

E-Mail:

[student.accounts@vanderbilt.edu](mailto:student.accounts@vanderbilt.edu)

Website:

[www.vanderbilt.edu/stuaccts](http://www.vanderbilt.edu/stuaccts)

Office Hours:

Mon-Fri

8:00 a.m. – 5:00 p.m. (CST)

#### Office of Student Financial Aid

615-322-3591 or 800-288-0204

Fax 615-343-8512

E-Mail:

[finaid@vanderbilt.edu](mailto:finaid@vanderbilt.edu)

Website:

[www.vanderbilt.edu/FinancialAid](http://www.vanderbilt.edu/FinancialAid)

Office Hours:

Mon-Fri

8:00 a.m. – 5:00 p.m. (CST)

**Please be aware that paper bills will eventually be eliminated and the University will be exclusively using the E-Billing system.** Beginning July 2008 through April 2011 paper invoices will only be mailed for the months of July, August, November, December and April. Effective July 1, 2011, paper invoices will no longer be generated and mailed. The University will be exclusively using the E-Billing system.

## REMITTANCE INFORMATION

**All checks should be made payable to Vanderbilt University.** Please include your full name and account number or last four digits of your social security number on all remittances.

Payment by mail: Enclose check and payment stub in the return envelope provided with your invoice. Please allow five to seven business days for mail processing in order for your payment to reach Vanderbilt University by August 20, 2008.

Payment in person: Payment can be made in person at the University Cashier's Office, University Plaza, 110 21<sup>st</sup> Avenue South, Suite 100.

Electronic Payment: Payment can be made online by going to the Student Account website: <http://www.vanderbilt.edu/stuacct>. You may pay using MasterCard, American Express or Discover. There is a 2.65% convenience fee for credit card transactions and a \$1.00 service fee for checking/savings account transactions.

Overnight Payment Delivery: Send payment to Vanderbilt University, Office of Student Accounts, 110 21<sup>st</sup> Avenue South, Suite 100, Nashville, TN 37203. **Please do not use the P.O. Box 40037 listed on the return envelope provided in your invoice for overnight payments or correspondence.**

Bank Wire Transfer: Please contact the Office of Student Accounts for wire transfer information.

Monthly Payment Plan: The VandyPlan, a monthly payment plan administered by our partner Sallie Mae, offers a ten-month interest-free payment plan. First payment is due to Sallie Mae May 15 and all applicants must be enrolled by July 15. Please contact Sallie Mae at 800-635-0120 or [www.tuitionpay.com/vanderbilt](http://www.tuitionpay.com/vanderbilt) for further information.

## HEALTH INSURANCE

All graduate/professional students (except Owen Executive MBA students) registered in degree programs of four or more credit hours, or who are actively enrolled in research courses that are designated as full-time enrollment, are required to be covered by health insurance. Students may be covered by the Vanderbilt Student Injury and Sickness Insurance Plan or by a policy of the student's choice that provides comparable coverage. Information about Vanderbilt's 12-month student insurance policy can be obtained at [www.gallagherkoster.com](http://www.gallagherkoster.com).

*Your student account will be automatically billed an insurance fee of \$1,958.00 for the Vanderbilt policy (one half of the premium billed August 1 and one half billed December 1). If you already have comparable health coverage for the coming year, you may request a waiver by going to [www.gallagherkoster.com](http://www.gallagherkoster.com). You will receive a confirmation e-mail upon submitting the online waiver form. Please print and retain*

*this confirmation number as it is your only documentation that the form was successfully submitted. If you waive coverage, the fee for Vanderbilt's insurance program will be deleted from your student account.*

*IMPORTANT: If you withdraw or leave the University at any time or for any reason after enrolling in the Vanderbilt insurance plan, you will remain covered through August 12, 2009, and will still be responsible for payment of the premium for the full 12 months of coverage. If you do not complete the online waiver by August 1, 2008, you will be automatically enrolled for a 12-month policy and you will be responsible for the insurance premium, which you must pay in two equal installments (in August and January).*

## **STUDENT ACCOUNT AGREEMENT**

It is important that the Office of Student Accounts have a completed Student Account Agreement on file. All of the charges that you will incur as a student will be billed to you or your guarantors through your student account. Without this agreement, you will **not** be able to defer fall semester charges (*the deferral option is not applicable to Owen students*) or obtain a Sprint cell phone, Napster service, V-Net (long distance) access and additions to your Vanderbilt Card account would be on a cash basis. Additionally, information regarding your account cannot be released to your guarantor(s), if any. This document will be mailed to you the week of June 16, 2008. If you do not receive this form, please contact the Office of Student Accounts at 615-322-6693 or 800-288-1144 or visit our website at [www.vanderbilt.edu/stuaccts/forms.html](http://www.vanderbilt.edu/stuaccts/forms.html).

## **DEFERRED BALANCE**

All deferred amounts will be assessed a 1.5% late payment fee each month until the balance is paid. All amounts deferred are due no later than November 30. No transcript (official or unofficial) will be issued for a student who has an outstanding balance or a deferred balance. Diplomas of graduating students will also be withheld until all balances are paid.

## **THIRD PARTY BILLING**

If a third party (i.e., outside scholarships, sponsors) will pay all or part of your tuition and fees, and the third party requires a bill to be mailed directly from the Office of Student Accounts, a written authorization request and a Financial Information Form must be received in the Office of Student Accounts (110 21<sup>st</sup> Avenue South, Suite 100, Nashville, TN 37203) from the third party thirty (30) days prior to the beginning of classes. This authorization form may be found at [www.vanderbilt.edu/stuaccts/forms.html](http://www.vanderbilt.edu/stuaccts/forms.html) and must include the organization's name and address, the student's name and ID number, the amount that will be paid, and the name and telephone number of a contact person.

## **GRADUATE AWARDS**

Your August 1 invoice should reflect any applicable Graduate Departmental awards. However in the event that your award is not reflected, please deduct the amount of the award and submit any out-of-pocket expense by the August 20, 2008, payment due date.

## **TITLE IV FUNDS**

Title IV funds (Federal Stafford & Perkins loans) can be applied **only** to tuition, fees and contracted room and board, **unless** you authorized applying these funds to

your discretionary charges. The Office of Financial Aid mails the [Cash Management Authorization Form](#) to all students with financial aid awards. Once an authorization is given, it will remain in effect for all periods of enrollment at Vanderbilt, but it can be revised or rescinded at any time by giving written notice to the Office of Student Accounts. You can also obtain this form in the Office of Student Accounts, 110 21<sup>st</sup> Avenue South, Suite 100 or the Office of Student Financial Aid, 2309 West End Avenue or at our website at <http://www.vanderbilt.edu/stuaccts/forms.html>. If you do not give permission to apply financial aid to discretionary charges, payment of these charges is due prior to the beginning of the semester unless the Student Account Agreement is on file.

## REFUNDS

Under state and federal regulations, educational expenses such as tuition and fees are to be paid prior to the release of any credit refund from loan proceeds. Therefore, if there is a balance due on your student account, all loan proceeds must be credited to your account before a refund will be granted.

The refund process is automated for Title IV Funds (Federal Stafford, Perkins, PLUS and Supplemental Grants). Students do **not** need to complete a *Refund Request Form*. You must be officially registered, the "I AM HERE" flag must be set in the student records system by the respective school registrars, and you must have indicated on the Title IV form that all credit balances are to be refunded.

**Divinity, Graduate School, Nursing, Owen and Peabody** student refund checks will be processed automatically and mailed to your local address beginning Wednesday, August 27, 2008, assuming you have verified your attendance at Vanderbilt for the fall semester.

**Law** student refund checks will be processed automatically and available in the Law School Beasley Admissions Office, Suite 106, beginning Wednesday, August 27.

**FALL WEEKEND SCHEDULE** The Offices of Student Accounts, and Cashier will be open Saturday, August 23, from 10:00 a.m. to 2:00 p.m.

## **OTHER IMPORTANT TELEPHONE NUMBERS**

Information Technology Svcs.	800-735-9173
	615-343-2100
Int'l Student & Scholar Services	615-322-2753
Residential & Judicial Affairs	615-322-2591
Student Health Insurance	615-343-4078
Traffic & Parking	615-322-2554
University Registrar's Office	615-322-7701
Commodore Card Office	800-632-0998
	615-322-2273

# IMPORTANT DATES

## FALL 2008

### **MAY**

15 Online Insurance Waiver available

### **JUNE**

01-10 Health Insurance Brochures available in the Office of Student Accounts or online at [www.kosterweb.com](http://www.kosterweb.com).

12 Student Account Agreement Form Mailed

### **JULY**

15 Deadline to Enroll in Sallie Mae Monthly Payment Plan (Packets Available in the Office of Student Accounts) or online at [www.tuitionpay.com/vanderbilt](http://www.tuitionpay.com/vanderbilt)

### **AUGUST**

01 Fall Semester Student Bills Mailed and Electronic Bill Notification Sent to Your Vanderbilt E-Mail Address

01 Health Insurance Waiver Deadline (Brochures available in the Office of Student Accounts or online at [www.kosterweb.com](http://www.kosterweb.com))

01 Student Account Agreement Form Deadline

15 Title IV Forms Deadline

**20 FALL SEMESTER PAYMENT DUE**

21 Late Payment Fee Assessed

21 OASIS Holds for Nonpayment

### **OCTOBER**

24-25 Homecoming Weekend

### **NOVEMBER**

01 Last Day to Withdraw to Receive A Partial Refund

30 Fall Deferment Payment Deadline

### **DECEMBER**

01 Spring Semester Student Bills Mailed and Electronic Bill Notification Sent to Your Vanderbilt E-Mail Address

## SPRING 2009

### **JANUARY**

**05 SPRING SEMESTER PAYMENT DUE**

06 Late Payment Fee Assessed

06 OASIS Holds for Nonpayment

### **FEBRUARY**

01-28 Black History Month

01 Financial Aid Forms Available

### **MARCH**

21 Last Day to Withdraw to Receive a Partial Refund

### **APRIL**

16-18 Rites of Spring

14 Financial Aid Application Priority Filing Deadline

30 Spring Deferment Payment Deadline

### **MAY**

08 Commencement