

VANDERBILT UNIVERSITY

OFFICE OF STUDENT ACCOUNTS

UNDERGRADUATE NEWSLETTER

FALL SEMESTER 2008

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**. If you anticipate a problem meeting the payment deadline, please contact the Office of Student Accounts prior to **August 20, 2008**.

It is Vanderbilt University's objective to reduce financial risk to both you and the University; therefore, unless your account is paid by **August 20, 2008**, a 1.5% late fee will be charged to your student account balance, your Vanderbilt Card funds and Oasis access will not be available and you will not be allowed to register nor attend classes. If you will not be enrolling for the fall semester, please notify the Dean of your school as soon as possible.

- In early July and August, you will receive a paper invoice and an electronic bill notification to your Vanderbilt e-mail address reflecting fall semester 2008 charges due, including anticipated financial aid awards.

E-BILLS

Students should receive an invoice in early July. Others may receive their first invoice in 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.

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

Website:

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

Website:

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, Baker Building, 110 21st Avenue South, Suite 100.

Payment online: Payment can be made online by going to the Student Account website: www.vanderbilt.edu/stuaccts. 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 21st 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 for further information.

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 obtain Napster access, cell phone or V-Net (long distance) access and additions to your Commodore Cash Card account would be on a cash basis. Commodore Cash Card additions, cell phone charges and V-Net charges must be paid monthly to avoid cancellation of services. Additionally, information regarding your account can not be released to your guarantor(s). If you have not completed this form, please contact the Office of Student Accounts at 615-322-6693 or 800-288-1144 or visit our website at <http://www.vanderbilt.edu/stuaccts/forms.html>.

HEALTH INSURANCE

All new undergraduate students who are registered in degree programs for 4 or more credits (credit hours), are automatically enrolled in and billed for the Student Injury and Sickness Insurance Plan. If you currently have an insurance plan that will provide comparable coverage while attending Vanderbilt University, you may waive coverage in the Student Injury and Sickness Insurance Plan. Information

about Vanderbilt's 12-month student insurance policy can be obtained at www.vanderbilt.edu/stuaccts or www.gallagherkoster.com.

Please note the following Vanderbilt University policy change: all incoming freshman, sophomore and junior students must complete an online waiver form at the beginning of each academic year. All senior students who have not previously waived and wish to waive the **Student Injury and Sickness Insurance Plan**, go to www.gallagherkoster.com, click on Student Access, select Vanderbilt University from the drop down box and follow the directions to waive coverage. Students will first need to enter a unique User Name and Password to create a User Account, then their student ID number, last name, date of birth, and an e-mail address (in order to receive the confirmation e-mail) and then complete the Online Waiver Form. In order to complete the Online Waiver Form, you need to know the name, address and toll-free customer service number of your current insurance company, the name of the policyholder and the policyholder or group number. You will receive a confirmation number immediately upon submitting the form. Please print and retain this confirmation number, as it is your only documentation that the form was successfully submitted. If you do not want to be covered by the Student Injury and Sickness Insurance Plan, you must complete the Online Waiver Form by August 1, 2008, deadline. If this waiver is not received by the deadline, your student account will be billed \$589.00 for the Student Injury and Sickness Insurance Plan. The Online Waiver Process is the only accepted process for waiving coverage.

Receipt of a confirmation number is your documentation that you have requested to waive coverage; you do not need to confirm this with the University. If you have questions about the Online Waiver process or your confirmation, please contact Gallagher Koster Insurance Agency directly at 617-770-9889 or 1-800-457-5599.

INT'L STUDENT HEALTH INSURANCE WAIVERS

All international students and their eligible dependents residing in the U.S are required to purchase the University International Student Accident and Sickness Insurance Plan unless, in the judgment of the University, adequate coverage is provided from another source. If you wish to obtain a waiver of the Vanderbilt Policy, you must contact International Student and Scholar Services at 615-322-2753 every year. The same procedure applies to your dependents.

FINANCIAL AID

Using your VUNetID and EPassword, view your financial aid information online at www.vanderbilt.edu/FinancialAid/bulletin.htm. Students receiving financial aid may need to make adjustments to the August 1 invoice if the actual financial aid award has changed since the date of the invoice. If your award was made after the August 1 invoice date, please contact the Office of Student Accounts to obtain financial clearance to attend classes.

NOTE: Please be advised that aid will not be officially credited to your student account until you have completed the verification process and any applicable promissory note(s), and required loan paperwork. If your fall financial aid has not been credited or is not reflected as anticipated financial aid on your invoice, please contact the Office of Student Financial Aid at 615-322-3591 or 800-288-0204.

******IMPORTANT CHANGE IN STATE PREPAID TUITION PLANS******
There has been a change in Federal law governing how State Prepaid Tuition Plans affect other types of financial aid. The funds disbursed in a given year will no

longer be a part of a student's financial aid award, but instead the overall value of the prepaid account will be included as a parent asset on the FAFSA application. Therefore, the Office of Student Financial Aid no longer will be including this information on the financial aid award letter. However, in order for your state agency to send their information/payment to Vanderbilt in your behalf, you will need to contact the Office of Student Accounts and provide the necessary information to them. Please refer to the Third Party Billing section in this newsletter for more information.

FEDERAL LOANS

Stafford Loans: If you are eligible for a Federal Stafford Loan, your application will not be certified by the Office of Student Financial Aid until you have completed the verification process. The estimated amount of your fall semester loan (minus fees) will be reflected on your July and August 1 invoices.

Federal PLUS Loans: If a Parent Loan for Undergraduate Students (PLUS) is reflected on your (student) award letter and has not been denied by a lender, the estimated amount of your fall semester loan (minus fees) will be reflected on your July and August 1 invoices. PLUS Loan applications will not be certified with the lender until you have completed the verification process (if applicable).

VERIFICATION OF LOANS

Federal Perkins and Vanderbilt Institutional Loans: If you have been awarded funds from the Perkins or Vanderbilt University Student Loan Program, you should have received a promissory note and related documents. If you have been awarded funds from the Vanderbilt Education Loan Program, you should have completed the application online. You must complete and return all documents before these loan funds can be disbursed to your student account.

ENTRANCE COUNSELING

Counseling Requirements: Entrance Counseling is required for all new freshmen and transfer students borrowing through the Stafford Loan program. Students may complete this requirement by going online at the following website: <http://mappingyourfuture.org/se>. Once the counseling session has been successfully completed, confirmation will be sent directly to the Office of Student Financial Aid.

WORK-STUDY

Federal Work-Study: The amount awarded for Federal Work-Study employment will not appear on your invoice as a credit because these funds will be paid directly to you as you earn them.

OUTSIDE SCHOLARSHIPS

Outside Scholarships: If you will be receiving a scholarship from a source other than the University, please complete the [Outside Scholarship Notification form](#) and return it to the Office of Student Financial Aid (2309 West End Avenue, Nashville, TN 37203-1725) no later than **July 7, 2008**. Please do not include State Prepaid Plans, National Merit, VU Merit, or ROTC scholarships on this form. Please attach a copy of the outside scholarship award notice you received from the donor(s).

Please inform your scholarship donor(s) that checks should be made payable to Vanderbilt University and **mailed directly to the Office of Student Financial Aid** (2309 West End Avenue, Nashville, TN 37203-1725). This check should identify you as the recipient of the funds. If you receive a scholarship check at your home, endorse it "for deposit only to Vanderbilt University," include your Social Security Number, and send it to the Office of Student Financial Aid (2309 West End Avenue, Nashville, TN 37203-1725).

If you are receiving an outside scholarship, you need to confirm that the payment has been received by the fee payment deadline. It is the student's responsibility to make sure that the payment has been received and that the student account balance has been paid in full or a late fee will be charged to your student account.

THIRD PARTY BILLING

If Vanderbilt University needs to bill the donor (outside scholarship source or State Prepaid Plans), you must send the appropriate written authorization, including the name and address of the donor to the Office of Student Accounts, 110 21st Avenue South, Suite 100, Nashville, TN 37203. This authorization form may be found at 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. If Vanderbilt needs to verify your enrollment, you must send enrollment verification requests to the University Registrar (Peabody #505, Nashville, TN 37203). Please do not send billing or enrollment verification requests to the Office of Student Financial Aid.

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 and the Office of Student Accounts must be notified in writing or a [Refund Request](#) completed before a refund check will be issued.

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

Parent Help Line	877-887-2736
Residential & Judicial Affairs	615-322-2591
Information Technology Svcs.	800-735-9173
	615-343-2100
Traffic & Parking	615-322-2554
Undergraduate Admissions	800-288-0432
	615-322-2561
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

1-10 Health Insurance brochures available in the Office of Student Accounts or online at www.gallagherkoster.com

16 Student Account Agreement Form Mailed

JULY

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

07 Outside Scholarship Notification Form Due

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

15 Deadline for Commodore Card Changes

15 Third Party Billing and State Prepaid Authorizations Due

AUGUST

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

01 Deadline to Waive Health Insurance (Brochures available in the Office of Student Accounts or online at www.kosterweb.com)

01 Deadline to Submit Student Account Agreement Form

16 Freshman Move-in

18-24 New Student Orientation – Residence Halls Open 8:00 a.m. (New and Transfer Students Only)

20 FALL SEMESTER PAYMENT DUE

18-24 New Student Orientation – Residence Halls Open 8:00 a.m. (New and Transfer Students Only)

23 Residence Halls For Upperclass Students Open 9:00 a.m.

25 Classes Begin

SEPTEMBER

01 Last Day to Drop Fall Classes

OCTOBER

01 Student Account Bills Available Online Only. Electronic Bill Notification Sent to Your Vanderbilt E-Mail Address

03-05 Family Weekend

20-21 Fall Break

24-25 Homecoming Weekend

NOVEMBER

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

01 Last Day to Withdraw to Receive a Partial Refund

03 Pre-registration for Spring '09

14 Pre-registration Ends for Spring '09

22-30 Thanksgiving Break – Residence Halls Close 9:00 a.m.

30 Residence Halls Open 9:00 a.m.

DECEMBER

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

09 Classes End

10-18 Final Exams

19-1/06 Winter Break – Residence Halls Close 9:00 a.m.

SPRING 2009

JANUARY

05 SPRING SEMESTER PAYMENT DUE

03 Residence Halls Open 8:00 p.m.

07 Orientation for New Students

07 Classes Begin

17 Last Day to Drop Spring Classes

FEBRUARY

01 Student Account Bills Available Online Only. Electronic Bill Notification Sent to Your Vanderbilt E-Mail Address

MARCH

01 Student Account Bills Available Online Only. Electronic Bill Notification Sent to Your Vanderbilt E-Mail Address

02/28-08 Spring Break – Residence Halls Close 9:00 a.m.

MARCH

- 09 Residence Halls Open 9:00 a.m.
- 21 Last Day to Withdraw to Receive
a Partial Refund

APRIL

- 01 Student Accounts Bills Mailed and
Electronic Bill Notification Sent to
Your Vanderbilt E-Mail Address
- 06 Pre-registration for Fall '09 Begins
- 14 Financial Aid Application Priority
Filing Deadline
- 21 Classes End
- 16-18 Rites of Spring
- 22-30 Final Exams
- 27-29 Registration for Maymester

MAY

- 01 Student Account Bills Available Online
Only. Electronic Bill Notification Sent
to Your Vanderbilt E-Mail Address
- 01 Registration for Fall '09 Ends
- 04 Final Maymester Registration –
Classes Begin
- 08 Commencement
- 09 Residence Halls Close 1:00 p.m.
- 29 Maymester Ends – Exams

SUMMER 2009

JUNE

- 01 Student Account Bills Available Online
Only. Electronic Bill Notification Sent
to Your Vanderbilt E-Mail Address
- 01 1st Session Summer School
Registration
- 02 1st Session Summer School Classes
Begin

JULY

- 01 Student Account Bills Mailed and
Electronic Bill Notification Sent to
Your Vanderbilt E-Mail Address
- 02 Exams for 1st Session Summer School
- 06 2nd Session Summer School
Registration
- 07 2nd Session Summer School Classes
Begin

AUGUST

- 07-08 2nd Session and Full Session Summer
School Exams
- 09 Summer Classes End