

VANDERBILT UNIVERSITY

OFFICE OF STUDENT ACCOUNTS

Undergraduate
Spring 2012 Newsletter



110 21st Ave South, Suite 100, Nashville TN 37203
Web: www.vanderbilt.edu/stuaccts
Email: student.accounts@vanderbilt.edu

Office Hours M-F 8 a.m. -5 p.m. CST
615-322-6693; toll-free 800-288-1144

As you prepare for the spring 2012 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 spring semester 2012 charges is **January 5, 2012**. If you anticipate a problem meeting the payment deadline, please contact the Office of Student Accounts prior to **January 5, 2012**. It is Vanderbilt University's objective to reduce financial risk to both you and the University; therefore, unless your account is paid by **January 5, 2012**, a 1.5% late fee (minimum \$5) will be charged to your student account balance, your Vanderbilt Card funds and YES 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 November and December,

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you will receive an electronic bill notification at your Vanderbilt e-mail address reflecting spring semester 2012 charges due, including anticipated financial aid awards.

E-Bills

E-Bill is an online presentation of your Vanderbilt Student Account bill that uses a web-based presentation from Sallie Mae to provide secure access to student financial records. Online account access offers a secure way to view bills, make payments and review up to 12 months of e-bill information. Students may access your online invoices from your YES landing page at <http://yes.vanderbilt.edu>. Once you have signed in to YES, you may view invoices under the SM Billing Portal link.

e-mailed to the student's Vanderbilt email address and to other payers who have been and have enrolled for online billing. Payments may be made electronically or a payment coupon may be printed for mailing payments. When an electronic payment is made, a confirmation e-mail will be sent. It remains the responsibility of the student to ensure that bills are paid on or before the due date.

The student is financially responsible for his/her student account per the Family Educational Rights and Privacy Act (FERPA). However, students may give parents and others online access to their accounts. It is the responsibility of the student to check for the latest e-bill and ensure that it is paid on or before the due date.

To invite other payers, using the MY PROFILE tab, students should click the Invite Other Payer button to grant access to others who need to view/pay the bill. The student enters the name of the parent/invited payer and the parent/invited payer's e-mail address. Those whose e-mail addresses were entered will receive an e-mail with an Activation ID number and the link to enroll.

Only students may grant online account access to parents, guardians other payers. Billing notices will be

You will need to provide your **Commodore ID number** (located on your YES landing page) to each parent/invited payer.

Remittance Information

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

Payment online: Payment may 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% processing fee for credit card transactions and a \$1.00 service fee for checking/savings account transactions.

Payment by mail: Enclose check and payment coupon. Coupon may be printed for mailing payments at the bottom of your invoice. Please allow seven business days for mail processing in order for your payment to reach Vanderbilt University by January 5, 2012.

Payment in person: Payment may be made in person at the University Cashier's Office, Baker Building, 110 21st Avenue South, Suite 100.

Taxpayer Relief Act

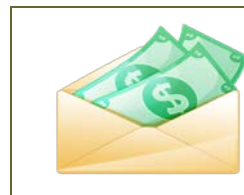
The Hope and Lifetime Learning Tax credits approved by Congress may help in reducing your 2012 tax liability if you qualify.

Although Vanderbilt does not provide tax counseling, we would like to advise you that the tuition payment date can make a difference as to WHEN the tax credit can be taken.

Tax credit may be used only within the year the payment is made

For example, spring 2012 tuition charges are due January 5, 2012. If you pay for these charges in December 2011, you may only take the tax credit in the 2011 tax year. Likewise, if the charges are paid in January 2012, the tax credit may only be used in the 2012 tax year.

Based on these IRS stipulations, we urge you to plan the timing of your payment carefully.



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 121155 listed on payment stub provided on 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 an interest-free 5-month payment plan. First payment is due to Sallie Mae October 15 and all applicants must be enrolled by October 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 access V-Net (long distance) and additions to your Commodore Cash Card account would be on a cash basis. Commodore Cash Card additions and V-Net charges must be paid monthly to avoid cancellation of services.

Additionally, information regarding your account cannot 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

(For spring semester arrivals only)

All new undergraduate students who are registered in for 4 or more credit hours are required to have adequate health insurance. For this reason, the University will include the student insurance charge on your tuition invoice.

If you have other insurance and do not wish to participate in the Student Injury and Sickness Insurance Plan offered through the University, you must complete an Online Waiver Form (www.Kosterweb.com) indicating your other insurance information. This Online Waiver Form will be available January 5 and must be submitted no later than January 5, 2012 or you will be automatically enrolled in the Plan offered by the University and will be responsible for paying the insurance premium of \$471. The Online Waiver process is the only accepted process for waiving coverage.

International Student Health Insurance

All newly enrolled international students and their eligible dependents residing in the U.S. are required to purchase the University International Student Injury 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 the on-campus insurance representative in Student Health Services at 615-343-4688 every year. The same procedure applies to your dependents.

To waive the Student Injury and Sickness Plan for the 2011-2012 Policy Year

- Log onto www.gallagherkoster.com
- Click on the College and University Students
- Select Vanderbilt University from the dropdown box and click "Log In" in the top right corner.

Log-In Process

- All students will log in using your Vanderbilt University e-mail address as your user ID and your Commodore ID number as your password
- Students may locate your Commodore ID on your Student Account invoice or at <http://yes.vanderbilt.edu> or by calling Gallagher Koster.
- Click on the 2011-12 Vanderbilt University Undergraduate Spring Waiver form.
- Complete the Spring Waiver form (have your current health insurance ID card ready as you will need this information to complete the form to waive the insurance).
- A confirmation number is generated immediately. Print and retain this confirmation number as it is your only documentation that the form was successfully submitted.
- If you do not receive a confirmation number, please check the form for errors and resubmit your form.

The charge for the insurance premium will be removed from your student account invoice within 2-3 weeks.

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 21st Avenue South, Suite 100, Nashville, Tennessee, 37203) from the third party thirty (30) days prior to the beginning of classes.

This authorization form may be found at www.vanderbilt.edu/stuacct/forms.html and must include the organization's name and address, the student's name and Account ID number, the amount that will be paid, and the name and telephone number of a contact person.

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 November 1 invoice if the actual financial aid award has changed since the date of the invoice. If your award was made after the November 1 invoice date, please contact the Office of Student Accounts to obtain financial clearance to attend classes.

If your spring 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.

Financial aid will not credit to your account until you have completed the verification process and any applicable promissory note(s), and required loan paperwork.

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, Tennessee 37203-1725) no later than **December 6, 2011**. 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 Commodore ID number and send it to the Office of Student Financial Aid (2309 West End Avenue, Nashville, TN 37203-1725).

Entrance Counseling

Entrance Counseling is required for all new freshman and transfer students borrowing through the Federal Direct Stafford Loan program. Students may complete this requirement by going online at the following website: www.studentloans.gov. Once the counseling session has been successfully completed, confirmation will be sent directly to the Office of Student Financial Aid.

Federal Loans

Federal Direct Stafford Loans: If you are eligible for a Federal Direct Stafford Loan, your application will not be certified by the Office of Student Financial Aid until you have completed the verification process and completed an online master promissory note. The estimated amount of your spring semester loan (minus fees) will be reflected on your November and December 1 invoices.

Federal Direct PLUS Loans: If a Parent Loan for Undergraduate Students (PLUS) is reflected on your (student) award letter and has not been denied, the estimated amount of your spring semester loan (minus fees) will be reflected on your November and December 1 invoices. Direct PLUS Loan applications will not be certified with the Department of Education until you have completed the verification process (if applicable) and completed an online master promissory note and PLUS request process.

Federal Perkins Loans: If you are eligible for a Federal Perkins Loan and have been awarded these funds, you should have completed an online master promissory note and related documents. You must complete all online documents before these loan funds can be disbursed to your student account.

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.

Other Important Telephone Numbers

Parent Help Line	877-887-2736
University Registrar's Office	615-322-7701
Commodore Card Office	800-632-0998 615-322-2273
Dining	615-322-2999
ResEd & Judicial Affairs	615-322-2591
Information Technology Svcs	800-735-9173 615-343-2100
Traffic & Parking	615-322-2554
Financial Aid	800-288-0204 615-322-3591
Undergraduate Admissions	800-288-0432 615-322-2561

We're on the Web!

Visit us at:

www.Vanderbilt.edu/stuaccts

529 Plans

You must contact your State 529 Plan to inform them that your student will be attending Vanderbilt University.

Please provide the Vanderbilt contact information: Office of Student Accounts, 110 21st Ave. S., Suite 100, Nashville, TN 37203; 615-322-6694 or 1-800-288-1144; email student.accounts@vanderbilt.edu.

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.