

# VANDERBILT UNIVERSITY

## OFFICE OF STUDENT ACCOUNTS

### GRADUATE AND PROFESSIONAL

#### FALL 2011 NEWSLETTER

As you prepare for the fall 2011 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 the fall semester 2011 charges is **August 17, 2011 (excluding Owen Executive MBA & MMHC 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 (minimum \$5) on August 17 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 17, 2011**. 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 17, 2011**, your YES access will not be available and you will not be allowed to register nor attend classes.

#### **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 payment 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.

*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.*

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

#### **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/stuacct](http://www.vanderbilt.edu/stuacct)

Office Hours M-F 8 a.m.-5 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 M-F 8 a.m.-5 p.m. (CST)

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.

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

For questions, the Office of Student Accounts can be contacted at the Student Accounts website at <http://www.Vanderbilt.edu/stuacct>.

## 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/stuacct](http://www.vanderbilt.edu/stuacct). 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 August 17, 2011.

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

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 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 10-month 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 & MMHC 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 \$2,142.00 for the Vanderbilt policy (one half of the premium billed in the fall and one half billed in the spring). 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. This online waiver form must be submitted no later than August 1, 2011.*

*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 11, 2012, 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, 2011, 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).*

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

- Log onto [www.gallagherkoster.com](http://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 their Vanderbilt University e-mail address as their user ID and their Commodore ID number as their password
- Students may locate their Commodore ID on their Student Account invoice or at <http://yes.vanderbilt.edu> or by calling Gallagher Koster.
- Click on the 2011-12 Vanderbilt University Undergraduate Annual Waiver form.

- Complete the Annual 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.

## INT'L STUDENT HEALTH INSURANCE WAIVERS

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.

## STUDENT ACCOUNT AGREEMENT

It is important that the Office of Student Accounts has a completed Student Account Agreement on file. You may go to your landing page and complete this form. 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***) 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 was sent in a prior mailing. 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 minimum \$5) each month until the balance is paid. All amounts deferred are due no later than November 1. 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, 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/stuaccts/forms.html](http://www.vanderbilt.edu/stuaccts/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.

## GRADUATE AWARDS

Your August 1 E-Bill 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 17, 2011, payment due date.

## TITLE IV FUNDS

Title IV funds (Federal Direct Loans & Perkins Loans) can be applied **only** to tuition, fees and contracted room and board, **unless** you authorized applying these funds to your discretionary charges. You may complete these authorizations on your YES landing page at <http://yes.vanderbilt.edu>. 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 Graduate and Professional refund process is automated. Students do **not** need to complete a *Refund Request Form*. You must be officially registered and you must have indicated on the Title IV form that all credit balances are to be refunded.

If enrolled, **Divinity, Graduate School, Nursing, Owen and Peabody** student refund checks will be processed automatically and mailed to your local address beginning Wednesday, August 24, 2011.

If enrolled, **Law** student refund checks will be processed automatically and available in the Law School Beasley Admissions Office, Suite 106, beginning Wednesday, August 24.

## FALL WEEKEND SCHEDULE

The Offices of Student Accounts, and Cashier will be open Saturday, August 20, 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
Dining	615-322-2999

# IMPORTANT DATES

## FALL 2011

### **JUNE**

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

### **JULY**

1 If Enrolled for Classes, Fall Semester E-Bills Available  
15 Deadline to Enroll in SallieMae Monthly Payment Plan (Packets Available in the Office of Student Accounts) or online at [www.afford.com](http://www.afford.com)

### **AUGUST**

01 Fall Semester E- Bills Available  
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 (Forms available at student's YES landing page)  
15 Title IV Forms Deadline (Forms available at student's YES landing page)  
17 **FALL SEMESTER PAYMENT DUE**  
17 Late Payment Fee Assessed  
17 YES Holds for Nonpayment

### **OCTOBER**

28 Last Day to Withdraw to Receive a Partial Refund

### **NOVEMBER**

1 If Enrolled for Classes, Spring Semester E-Bills Available  
1 Fall Deferment Payment Deadline

### **DECEMBER**

01 Spring Semester E-Bills Available

## SPRING 2012

### **JANUARY**

05 **SPRING SEMESTER PAYMENT DUE**  
05 Late Payment Fee Assessed  
05 YES Holds for Nonpayment

### **FEBRUARY**

01 Financial Aid Forms Available

### **MARCH**

24 Last Day to Withdraw to Receive a Partial Refund

### **APRIL**

14 Financial Aid Application Priority Filing Deadline  
1 Spring Deferment Payment Deadline