

VANDERBILT UNIVERSITY

OFFICE OF STUDENT ACCOUNTS

Graduate/Professional
Spring 2015 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. - 4:30 p.m. CST
615-322-6693; toll-free 800-288-1144

As students prepare for the spring 2015 semester, Student Accounts strives to give information regarding financial policies and procedures related to upcoming payment obligations.

Payment of Invoice

The payment deadline for spring semester 2015 charges is **January 2, 2015 (excluding Owen Executive MBA students)**. Any balance not paid by the payment deadline will be assessed a 1.5% late payment fee (minimum \$5) on January 2 and monthly thereafter. Diploma and transcripts will be held until all balances are paid. If a student anticipates a problem, please contact the Office of Student Accounts prior to **January 2, 2015**. If the student will not be enrolling for the spring semester, please notify the student's school by this deadline. If his/her account is not paid by **January 2, 2015**, his/her YES access may not be available and he/she may not be allowed to register or attend classes.

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E-Bills

E-Bill is an online presentation of a student's Vanderbilt Student Account bill that uses a web-based presentation from Higher One 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 his/her online invoices from his/her YES landing page at <http://yes.vanderbilt.edu>. Once a student has signed in to YES, invoices may be viewed under the SM Billing Portal link.

To view Higher One e-bill:

- Log in to the Yes landing page
- Click "**SM Billing Portal**"
- Click "**Accept**"
- Click to view ALL info (the SM Billing Portal is a secure site)
- Click "**Tuition Bill**" under Bill Summary

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(s).

Only students may grant online account access to parents, guardians/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 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.

For instructions on how to add a parent/another payer, please find information on page 5 of this newsletter.

Remittance Information

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

Payment online: Payment may be made online by going to the Student Account website: www.vanderbilt.edu/stuaccts. Payment may be made using Visa, 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 the invoice. Please allow seven business days for mail processing in order for payments to reach Vanderbilt University by **January 2, 2015**.

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

Student Account Agreement

It is important that the Office of Student Accounts has a completed Student Account Agreement on file. Students may go to his/her YES landing page and complete this form (*instructions to the right*). If students need to add a spouse, parent, or guardian, he/she will need to submit a paper form.

All of the charges that a student will incur will be billed to the student or his/her guarantors through the student account. Without this agreement additions to his/her Vanderbilt Card account would be on a cash basis.

Additionally, information regarding a student's account cannot be released to anyone other than the student. If a paper form is needed, 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/graduate/forms.php>.



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 401671 listed on payment stub provided on the 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 HigherOne, offers an interest-free 5-month payment plan. The 5-month spring plan begins October 15 and all applicants must be enrolled by December 31. Please contact Higher One at 800-635-0120 or https://netpay.higherone.com/NetPay/EBPP/VAND/Main_VAND/Tuition+and+Fees/539/EBPP.aspx for further information.

To add Student Account Agreement form online:

- Log in to the Yes landing page
- Click "**Student Accounts**"
- Under Campus Finances click "**View Student Permissions**"
- Click green box reading "**Grant Permissions**"
- Click "**OSA**" button
- Click "**Next**"
- Click "**Agree to terms**" button
- Click "**Submit**"

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.

For new students enrolling in the spring, the waiver deadline is January 2, 2015

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

Your student account will be automatically billed an insurance fee of \$1,557.00 for the Vanderbilt policy. If you already have comparable health coverage for the coming semester, you may request a waiver by going to www.gallagherkoster.com. This Online Waiver form will be available December 1st and must be submitted no later than January 2, 2015. 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 your waiver is approved, the fee for Vanderbilt's insurance program will be deleted from your student account. The Online Waiver process is the only accepted process for waiving coverage.

To waive the Student Injury and Sickness Plan for the 2014-2015 Policy Year

- Find the insurance waiver online at www.gallagherkoster.com/vanderbilt

Log-In Process

- All students will log in using his/her Vanderbilt University e-mail address as the user ID and his/her Commodore ID number as the password.
- Students may locate his/her Commodore ID on the Student Account invoice or at <http://yes.vanderbilt.edu> or by calling Gallagher Koster.
- Click on the "Student Waive" to access the 2014-15 Vanderbilt University Undergraduate Spring Waiver form.
- Complete the Spring Waiver form (have current health insurance ID card ready as this information will be needed to complete the form to waive the insurance).
- A confirmation number is generated immediately to confirm the submission. Print and retain this confirmation number as it is the only documentation that the form was successfully submitted.
- If a student does not receive a confirmation number, please check the form for errors and resubmit the form.
- Waiver forms will be audited to ensure your current insurance plan is comparable. You will subsequently receive notification of the approval or denial.

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

International Student Health Insurance

All newly enrolled international students and his/her 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, comparable coverage is provided from another U.S.-based insurance carrier. If a student

wishes to obtain a waiver of the Vanderbilt Policy, he/she must contact the on-campus insurance representative in Student Health Services at 615-343-4688 every year. The same procedure applies to students' dependents.

Third Party Billing

If a third party (i.e., outside scholarships, sponsors) will pay all or part of a student's 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 <http://www.vanderbilt.edu/stuaccts/graduate/forms.php> and must include the organization's name and address, the student's name and Commodore ID number, the amount that will be paid, and the name and telephone number of a contact person.

Title IV Funds

Title IV funds (Federal Direct Loans & Perkins Loans) can be applied **only** to tuition, fees and contracted room and board, **unless** the student has authorized applying these funds to discretionary charges. Students may complete these authorizations on the YES landing page at <http://yes.vanderbilt.edu>.

To add Title_IV form online:

- *Log in to the Yes landing page*
- *Click "Student Accounts"*
- *Under Campus Finances click "View Student Permissions"*
- *Click green box reading "Grant Permissions"*
- *Click "Title_IV_1 (and/or _2)" button*
- *Click "Next"*
- *Click "Agree to terms" button*
- *Click "Submit"*

Once authorization is given, it will remain in effect for all periods of enrollment at Vanderbilt, but it can be revised or rescinded by filling out a new paper form or by giving written notice by fax, email or regular mail at any time to the Office of Student Accounts.

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.

Graduate Awards

If a student is enrolled for courses, his/her December e-bill should reflect any applicable Graduate departmental awards. However, in the event that a student's award is not reflected, please deduct the amount of the award and submit any out-of-pocket expense by the January 2, 2015, payment due date.

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 a student's account, all loan proceeds **must** be credited to the 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 *unless the student has opted to have credit retained in his/her student account*. Students must be officially enrolled in courses and have a refundable credit balance after tuition and fees have processed. Charges that apply after a refund has processed will need to be paid on or before the next invoice deadline to avoid late payment fees.

If enrolled, **Divinity, Engineering Professional, Graduate School, Law School, Nursing, Owen and Peabody** student refund checks will process automatically beginning Monday, January 5, 2015. An EFT deposit or check will process the next business day.

The check mailing process sorts first to campus address; then mailing address; then home address. **PLEASE MAKE SURE YOUR ADDRESS IS ACCURATE. No refund checks may be held for pick-up.**

Direct Deposit of Student Refunds

Vanderbilt University now offers a distribution method other than paper check to refund credit balances from your student account! If you would like to take advantage of this new feature, simply log into **YES** and click the Direct Deposit icon to securely enter your account information. Click [here](#) for step by step instructions.

Also, please understand that due to bank pre-noting requirements your banking information needs to be entered at least one week (7 days) prior to any expected refund distribution.

Taxpayer Relief Act and Timing of Payments

The Hope and Lifetime Learning Tax credits approved by Congress may help in reducing your 2014 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 2015 tuition charges are due January 2, 2015. If you pay for these charges in December 2014, you may only take the tax credit in the 2014 tax year. Likewise, if the charges are paid in January 2015, the tax credit may only be used in the 2015 tax year.

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

We're on the Web!

Visit us at:

www.Vanderbilt.edu/stuaccts

To invite other payer for e-bill:

- Student must be logged in to his/her **SM Billing Portal**
- Click the link at the top of the e-bill portal that reads **"My Profile"**
- The first action a student may take is to **"Invite Other Payer"**
- Add invited parent/other payer's name and email address. Those whose email address was added will receive an email with an Activation ID and the website link to enroll.
- The student **MUST** provide her/her Commodore ID number (located on the student's YES landing page) to each parent/invited payer.

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