

# SUMMER 2009 SEMESTER INFORMATION

Classes begin Monday, May 18, 2009

## REGISTRATION DATE/TIME:

### Registration Begins for All Students:

**APRIL 6 - 9:00am**

## TUITION PAYMENT DEADLINE:

Tuition must be paid in full by May 18, 2009, or you will be assessed a late fee. This policy also applies to students paying with financial aid.

If you add credit hours during the period May 18-22, tuition for those hours is due within seven days of the day the hours are added. You will not receive a bill for these hours. **ANY PAYMENT MADE OR RECEIVED AFTER A DUE DATE IS SUBJECT TO A LATE FEE OF UP TO \$250.**

**SUMMER TUITION RATES have not been set yet. Spring 2009 Tuition was:**

In-State: \$669/cr hr

Out-of-State: \$1,141/cr hr

## PAYMENT METHODS:

### Where:

Patriot Web - anytime prior to payment deadline.

Fairfax Campus: Cashier's Office or drop box, Room 104, Student Union I.

By Mail: Send payment to the Cashier's Office, MSN 2E1, 4400 University Drive, Fairfax, Virginia 22030. You should indicate on your payment that you are a law student and also note your G-number. Mailed payments must be received in the Cashier's Office by 4:30pm on May 18, 2009. Postmarks are not considered.

### How:

Cash: Accepted only at the Fairfax Campus Cashier's window.

Check: Make payable to GMU. Student ID# (G-Number) and daytime phone must be written on the front of the check. Third-party checks are not accepted.

Credit Card: (Subject to credit approval.) MasterCard or Visa only. Students can select this payment option using PatriotWeb. Expiration date, cardholder signature and printed

name, dollar amount authorized, daytime phone number, and student ID # (G-Number) must be provided if authorization is mailed, hand-delivered or faxed (703/993-2492) to the Cashier's Office. Receipts will be issued only upon request.

Deferred Payment Plan: A semester payment plan is available for students who need to budget a minimum of six credit hours. A payment contract must be completed and submitted to the Cashier. At the time the contract is signed, you must pay one-half of the contract amount plus a \$25 non-refundable fee. The balance due date will be stated on the contract. Payment contract form can be found on the University Student Accounts website.

Alternative Payment Methods: Students paying by student loans, employer arrangements or any other alternative method are reminded that they will be subject to late payment penalties and fines if full payment is not made by the first day of the semester.

## TUITION REFUND/LIABILITY POLICY:

Courses dropped on or before:

	<u>Refund</u>	<u>Liability</u>
May 22	100%	0%
After		
May 22	0%	100%

## SCHEDULE ADJUSTMENTS

The schedule adjustment period is May 18-22. Please note:

May 22 - Last day to add a class. Last day to drop a class with no tuition liability. Last day to use PatriotWeb for registration purposes. After May 22, any credit hours dropped will result in 100% tuition liability and students will be required to formally "withdraw" from the course, resulting in a "W" grade on their transcript.

Students are strongly encouraged to make their schedule adjustments during the first week of classes when no tuition liabilities are incurred for dropped courses.

If you add hours during the schedule adjustment period, the tuition for those hours is due within 7 days from the day the hours are added.

**ANY PAYMENT MADE OR RECEIVED AFTER A DUE DATE IS SUBJECT TO A LATE FEE OF UP TO \$250.**

**ALL STUDENTS ARE REMINDED THAT MERELY NEVER ATTENDING OR CEASING ATTENDANCE IN A COURSE FOR WHICH THEY HAVE BEEN**

**REGISTERED DOES NOT CONSTITUTE WITHDRAWAL. IF YOU NEVER ATTEND OR STOP ATTENDING AND DO NOT PROVIDE WRITTEN NOTIFICATION YOU WILL BE HELD LIABLE FOR THE COURSE TUITION, AND YOU WILL RECEIVE A GRADE OF "F" FOR THE COURSE.**

**PHONE NUMBERS TO KNOW:**

All numbers begin with the 993 prefix.

Admissions (Law)	8010	
Bookstore	8170	
Campus Police	8070	
Career Services	8020	
Cashier	2495	
Cashier Fax #	2492	
Counseling Center	2380	
Financial Aid	2353	
Info Desk (Law School)	8000	
Information Services	8999	
Library (Law School)	8120	
Parking Services	8146	
Records Office (Law)		8015
Student Health	2831	

**WAITLIST OPTIONS:**

Some courses, especially seminars, have limited enrollments. When attempting to enroll in these courses after they have reached their limit, you will see a message that the class is full. If a waitlist option exists, you will be given the option of adding your name to the waitlist. When you add your name to a waitlist, you must check your PatriotWeb account frequently. **When an opening in the course occurs, an override notification will be issued to the first person on the waitlist.** This override is only valid for 3 days. If no action is taken during that time, the override is cancelled, your name is dropped off the waitlist and an offer is made to the next person on the waitlist.

**When you have received an override notification, you must first drop your name from the waitlist and then add the course to your registration.** If you are no longer interested in the course, you should remove your name from the waitlist.