

FALL 2017 SEMESTER INFORMATION
Classes begin Thursday, August 17, 2017

REGISTRATION TIME TICKETS

Veterans & Active Duty Military: June 20 – 9am
3D/4E: June 20 – 9am
LLM1/LLM2: June 20 – 9am
3E: June 23 – 9am
2D/2E: June 28 – 9am

TUITION PAYMENT DEADLINE

Tuition must be paid in full by August 18, 2017 to avoid a late fee. (This policy also applies to students paying with financial aid.) If your account becomes delinquent, collection activities will be initiated.

If you add credit hours during the period August 10 - 16, tuition for those hours is due on August 17. 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 \$125.**

Robert Smith from the Financial Aid Office will be available in the Records Office on August 18th starting at 2:00 p.m. for walk-in appointments. He can also be reached at rsmithz@gmu.edu.

CURRENT TUITION RATES

Full-Time: In-State: \$12,575.50/semester
 Out-of-State: \$20,268.50/semester

Part-Time: In-State: \$898.25/cr hr
 Out-of-State: \$1,447.75/cr hr

Plus a University Education Resource Fee:
7 credits or more = \$100
Less than 7 credits = \$60

PAYMENT METHODS

All bills are provided electronically. Monitor your GMU email account for notices regarding eBills, which will be available through the *Bill and Payment System*. Please share this message with others who may be remitting payment on your behalf. You can set up authorized users (parents, employers, etc.) through the Bill and Payment System. Authorized users will receive ebill notifications.

Where:

PatriotWeb – any time prior to payment deadline.

Arlington Campus: Check payments can be dropped

off at the Law Records Office on August 17 for delivery to the Cashier's office. Office hours on August 17 will be 8:30am- 6:00 p.m.

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 student ID number. Mailed payments must be received in the Cashier's Office by August 17, 2017. Postmarks are not considered.

How:

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

Check: Electronic check payment can be made using the Bill and Payment System, which can be accessed through PatriotWeb. Paper checks should be made payable to GMU. Student ID# and daytime phone must be written on the front of the check. Third-party checks are not accepted.

Credit Card: GMU has contracted with a 3rd party vendor, TouchNet, who will accept American Express, MasterCard, Visa and Discover online through the Bill and Payment System which can be accessed through PatriotWeb. A 2.75 percent convenience fee will be assessed by TouchNet for such credit card payments.

Deferred Payment Plan: A semester payment plan is available for students who need to budget a minimum of six credit hours. The payment plan can be set up using the Bill and Payment System, which can be accessed via PatriotWeb. At the time the contract is initiated, you must pay one-half of the contract amount plus a \$25 non-refundable fee

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>
Aug. 24	100%	0%
Aug. 31	67%	33%
Sept. 7	33%	67%
After Sept. 7	0%	100%

SCHEDULE ADJUSTMENTS

The schedule adjustment period is August 17 – September 7. NOTE:

August 24 - Last day to ADD a class. Last day to DROP a class with no tuition liability. Last day to use PatriotWeb for registration purposes.

August 31 - Last day to DROP a class (through the Law Records Office) without academic approval (33% tuition liability).

September 7 - Last day to DROP a class with academic approval (67% tuition liability). After September 7, any credit hours dropped will result in 100% tuition liability.

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 5 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 \$125.**

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.

May & July 2016 GRADUATES

Please refer to your preliminary audit graduation requirement sheet when planning your final academic year. The Law Records office can provide you with another copy if you need one.

PHONE NUMBERS TO KNOW

All numbers begin with the (703)993- prefix.

Bookstore	8170
Campus Police	8070
Career Services	8020
Cashier	2484
Cashier Fax #	2492
Counseling Center	2380
Financial Aid	2353
Information Services	8993
Library (Law School)	8120
Parking Services	8146
Records Office	8015
Student Health (Fairfax)	2831
Student Health (Arlington)	4863

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 see a message that a waitlist exists. You must take action to ADD your name to the waitlist by clicking the SAVE CHANGES button. When an opening occurs in the class, you will be issued an override that will allow you to register for the class. An override has a time limit of 3 days from the date/time of issue, so you should check your PatriotWeb account and your GMU email account each day.

When the time limit has expired on your opportunity, an override will be issued to the next person on the list and your name will be dropped off the waitlist. If you are still interested in adding the class, you will have to re-add you name to the waitlist. Whenever you are no longer interested in the course, you should remove your name from the waitlist.