REGISTRATION TIME TICKETS
Veterans & Active Duty Military: Nov 13 – 9am
3D/1E: Nov 13 – 9am
LLM1/LLM2: Nov 13 – 9am
3E: Nov 17 – 9am
2D/2E: Nov 21 – 9am
1D/1E: Nov 27 – 9am

TUITION PAYMENT DEADLINE
Tuition must be paid in full by first day of the term or semester registered 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 January 7 to 23, tuition for those hours is due on January 24. You will not receive a bill for these hours. Note: The last day to add classes for the Winter Term is January 8, the same day tuition is due. 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 January 16 starting from 3:00 p.m. – 6:00 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 (e.g. parents, employers) 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 January 8 or 16, depending on applicable semester for delivery to the Cashier’s office. Office hours on the first day of classes will be 9:00 a.m. - 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 the first day of class. 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Refund</th>
<th>Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 23</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Jan. 30</td>
<td>67%</td>
<td>33%</td>
</tr>
<tr>
<td>Feb. 6</td>
<td>33%</td>
<td>67%</td>
</tr>
<tr>
<td>Starting Feb. 7</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**SCHEDULE ADJUSTMENTS**

The schedule adjustment period is January 16 to February 20:

January 23 - Last day to ADD a class. Last day to DROP a class with no tuition liability. Last day to use PatriotWeb for registration purposes.

January 30 - Last day to DROP a class (through the Law Records Office) without academic approval (33% tuition liability).

February 6 - Last day to DROP a class with academic approval (67% tuition liability). Starting February 7, any credit hours dropped will result in 100% tuition liability.

February 20 - Last day to DROP a class with academic approval (100% tuition liability). Starting February 21, absent a waiver, only course Withdrawals are permitted and receive a “W” on transcripts.

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

**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 (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 your name to the waitlist. Whenever you are no longer interested in the course, you should remove your name from the waitlist.