

WINTER 2019 / SPRING 2019 SEMESTER INFORMATION
Classes begin Monday, January 7, 2019 (Winter Term) and
Monday, January 14, 2019 (Spring Semester)

REGISTRATION DATE/TIME:

**Nov. 13 - 9:00 am: 3D/4E/LLM/JM/Veterans
& Active Duty Military**

Nov. 16 – 9:00 am: 3E

Nov. 19 – 9:00 am: 2D/2E

Nov. 27 – 9:00 am: 1D/1E

TUITION PAYMENT DEADLINE:

Tuition must be paid in full by the first day of the Spring Semester or you will be subject to a late fee. This policy also applies to students paying with financial aid.

If you add credit hours after the first day of the spring semester, tuition for those hours is due within 5 days from the day the hours were added. You will not receive a bill for these hours. Note: the last day to add classes for Winter Term is January 7. **ANY PAYMENT MADE OR RECEIVED AFTER A DUE DATE IS SUBJECT TO A LATE FEE OF UP TO \$125.**

A representative from the Financial Aid Office will be available at the Law School at the start of the Spring semester for walk-in appointments. Dates and times will be announced in a LawNews email.

2018-2019 TUITION & FEE RATES:

Full-time:

In-State: \$25,354

Out-of-State: \$40,740

Part-time:

In-State: \$905.50/credit hour

Out-of-State: \$1,455/credit hour

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 to receive eBill notifications through the Bill and Payment System.

Where:

Patriot Web – any time prior to payment deadline.

Arlington: Check payments can be dropped off at the Law Records Office on January 14 for delivery to the Cashier's Office.

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 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 and include student ID# and daytime phone number 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 Visa, American Express, MasterCard and Discover online through the Bill and Payment System, which can be accessed through PatriotWeb. A 2.75% convenience fee will be assessed by TouchNet for such credit card payments.

Deferred Payment Plan: A semester payment plan is available online for students who need to budget a **minimum of six credit hours** using the Bill and Payment System.

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

(Spring Semester)

Courses dropped on or before:

	<u>Refund</u>	<u>Liability</u>
Jan. 28	100%	0%
Jan. 29	0%	100%

SCHEDULE ADJUSTMENTS

The Spring Semester schedule adjustment period is January 14- January 28, 2019. ***Please note that January 28 is the last day to add a class without academic approval, to use PatriotWeb for registration purposes, and to drop a class with no tuition liability.*** After January 28, any credit hours dropped will result in 100% tuition liability, and students must seek to “withdraw” from the course, resulting in a “W” in place of a grade on their transcript.

Students are strongly encouraged to make their schedule adjustments during the first two weeks of classes when no tuition liabilities are incurred.

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.

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 posted to**

Your PatriotWeb account and an email notification of the override will be sent to your GMU email account. 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 receive an override notification on your account, 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.

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 (Fairfax)	2831
Student Health (Arlington)	4863