

SUMMER 2019 SEMESTER INFORMATION

Classes begin Monday, May 20, 2019

REGISTRATION DATE/TIME:

**Registration Begins for All Students:
TUESDAY, APRIL 9 - 9:00am**

TUITION PAYMENT DEADLINE:

Tuition must be paid in full by May 20, 2019 or you will be subject to a late fee. This policy also applies to students paying with financial aid.

If you add credit hours during the period May 20-24, tuition for those hours is due within five business days from the day that 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 \$125.

TUITION RATES:

Tuition and estimated costs for 2018-2019 are listed at: <https://www.law.gmu.edu/financing/tuition>.

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 20, 2019. 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 and can be dropped off at

the Law Records Office. 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:

Courses dropped on or before:

	<u>Refund</u>	<u>Liability</u>
May 24	100%	0%
After May 24	0%	100%

SCHEDULE ADJUSTMENTS

The schedule adjustment period is May 20-24. Please note:

May 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. After May 24, 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.

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 2 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.

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
Arlington Campus Info	8999
Bookstore	8170
Campus Police	8070
Career Services	8020
Cashier	2484
Cashier Fax #	2492
Counseling Center	2380
Financial Aid	2353
Law School Info	8000
Library (Law School)	8120
Parking Services	8146
Records Office (Law)	8015
Student Health	2831