

Student and Employee Accounts

A Guide to Paying your Bill

2009-2010

General Information

Semester bills are mailed home on July 6, 2009 for the first semester and December 7, 2009 for the second semester. You will also receive monthly bills for incidental charges incurred by the student. All bills must be settled with Student and Employee Accounts by the designated due date. All financial aid forms, if applicable, must be returned by the designated due date, in order to be reflected in the billing.

Make checks payable to Vassar College. **Payments from outside the U.S. must be made by international money order.**

All obligations must be paid in full before a transcript can be released or a candidate approved for graduation.

Credit for withdrawals or dropped courses are applied to the student account in accordance with the refund policy printed in the college catalogue. Withdrawal from the college must be in writing to the Dean of Studies. Fees are not refundable after the payment deadline.

Refunds for credit balances on the student account are made only upon request and are issued after the fourth week of classes. Please allow two to two weeks after receipt of your request for issuance of the check.

Late Fees

A late fee of \$110 is charged if semester bills are not paid by the designated due date.

Returned Checks

Students whose accounts have had a check returned for insufficient funds, may have charging privileges revoked and will be charged a \$20 return check fee.

Financial Aid

You will be responsible for payment of any estimated award if you fail to provide the college with the necessary documentation for processing.

It is the obligation of the student to complete the proper paperwork to ensure credit of actual financial aid awards to his/her account

Instructions are included within the "Statement of Financial Aid" award letter.

Student Accident and Health Insurance

The college mandates participation in the Student Accident and Health Insurance Plan and bills the annual premium to each student account. Insurance coverage is only offered in the fall term for the academic year. This charge may be waived if parents submit the on-line waiver form, certifying the student has equivalent coverage under another plan.

Policies Regarding Financial Delinquency

Students who have satisfied previous financial obligations but who arrive at the beginning of the semester with delinquency will be allowed to attend classes and keep their housing assignment, but will not be allowed charging privileges.

Student and Employee Accounts will deny charging privileges on accounts that are not paid by the designated due date. This includes receipt of financial aid documents by the designated due date.

Students whose accounts are sufficiently delinquent during a current semester and have made no arrangements with Student and Employee Accounts for payment will not be allowed to pre-register for the following semester. In addition, they may not participate in room draw in the spring semester, but must wait until financial obligations are satisfactorily resolved.

When financial delinquency remains unresolved, a student may be financially suspended, which affects their matriculated status for the subsequent semesters.

Telephone Tips

Student and Employee Accounts acts as the clearinghouse for the various charges and credits which appear on the bill. In many instances the Student and Employee Accounts will not have detailed records concerning the items on a bill. We suggest that you contact the specific office listed below if you have a questions concerning an item.

Item	Contact	Phone
College Store	College Store	845-437-5870
Computer Store	Computer Store	845-437-7252
Dorm Damage	Residential Life	845-437-5860
Health Service	Health Center	845-437-5800
Housing/Board	Dean of Students	845-437-5315
Library	Library	845-437-5785
Loans/Grants	Financial Aid	845-437-5320
TuitionPay Plan	Sallie Mae	800-635-0120
Parking Fines	Security	845-437-5200
Service Order	Buildings & Grounds	845-437-5555

In case of Errors or Inquires about your bill

Send your inquiry in writing to Student and Employee Accounts within 30 days after the bill was mailed to you. Please include:

- 1) Name and I.D. number
- 2) Description of the error and why (to the extent you can explain) you believe it is an error.
- 3) The dollar amount of the suspected error.

You remain obligated to pay the part of your bill not in dispute but you do not have to pay any amount in dispute during the time that Vassar College is resolving your inquiry. During that same time Vassar College may not take any action to collect disputed amounts or report disputed amounts delinquent.

For additional information please contact:

Student and Employee Accounts
Vassar College
Box 728, 124 Raymond Avenue
Poughkeepsie, NY 12604
(845) 437-5245
E-mail: stuaccounts@vassar.edu