



**SUFFOLK UNIVERSITY**

Office of the Bursar /Loans & Collections  
41 Temple Street  
Boston, MA 02114  
(617) 573-8407

**TUITION AND FEES PAYMENT NOTICE**

<b>STUDENT ID</b> 2345678	<b>STUDENT NAME</b> Susan C. Sample
<b>TERM</b> 08/SP	<b>PAYMENT DUE DATE</b> 12/27/01
<b>BALANCE DUE</b> \$2,361.00	<b>PAYMENT AMOUNT ENCLOSED</b>

Please make checks payable to Suffolk University

000001 000000001

Susan C. Sample  
2 Penny Pincher Ave  
Boston, MA 01960

SUFFOLK UNIVERSITY  
OFFICE OF THE BURSAR  
41 TEMPLE STREET  
BOSTON MA 02114-4280



104470100234567800000000000000000023610000143562

To ensure proper credit to your account, detach top portion and return with your payment in the envelope provided.

DATE	DESCRIPTION OF TRANSACTION	CHARGES	CREDITS	BALANCE
01/14/08	TUITION UNDERGRAD - FULL-TIME	12,085.00		
01/14/08	TUITION UNDERGRAD EXCESS	806.00		
01/14/08	SP-SEM-HEALTH-INSURANCE	913.00		
01/14/08	ACTIVITY FEE - UNDERGRADUATE	50.00		
01/14/08	COMPUTER USAGE - CLAS	30.00		
01/14/08	LABORATORY FEE PHYSICS	30.00		
	<b>TOTAL CHARGES</b>	<b>13,914.00</b>		
	MASS GRANT (ESTIMATED)		1,200.00	
	DEANS SCHOLARSHIP		3,000.00	
	DIRECT STAFFORD SUB(1)		2,723.00	
	DIRECT UNSUB(1)		2,475.00	
	PELL GRANT (ACTUAL)		2,155.00	
	<b>TOTAL PENDING AID</b>		<b>11,553.00</b>	
	IS BASED ON FULL-TIME STATUS PLEASE CONTACT FINANCIAL AID IF YOUR STATUS HAS CHANGED SEE BACK FOR FURTHER INFORMATION			
	(1)The 2.5% Origination Fee has been deducted from Stafford loans and 1.5% rebate applied			
	<b>BALANCE DUE BY 12/27/01</b>			<b>2,361.00</b>

**IMPORTANT MESSAGE**

THIS INVOICE MAY REFLECT CHANGES TO TUITION CHARGES AND/OR FINANCIAL AID AWARDS. CURRENTLY YOUR ACCOUNT DOES NOT REFLECT A FINANCIAL CLEARANCE, THEREFORE IF PAYMENT IS NOT RECEIVED OR IF YOUR FINANCIAL AID DOES NOT FULLY COVER YOUR BALANCE, YOUR REGISTRATION MAY BE CANCELED. PLEASE SEE THE BACK OF THE INVOICE FOR HEALTH INSURANCE INFORMATION.

Please review the reverse side of this statement for important information regarding our policies.  
\* If the due date falls on a weekend or holiday, the payment is due on the next business day.

## PAYMENT POLICY

Students with a balance from a prior term will not be allowed to register, receive a transcript/grades, or have a degree conferred. University policy precludes the use of any current financial aid for payment of past due charges. **Payment of past due charges are due immediately. Reasonable collection costs, including attorney fees will be added to delinquent accounts.**

*Payment in Full* - To avoid any additional charges, students may remit their balance in full by August 1st for the Fall semester and December 15th for the Spring semester.

*Deferred Payment Plan* - Students participating in this plan are required to remit one-half of the **invoice total** by August 1st and the balance will be due November 1st for the Fall semester. Spring semester due dates are December 15th and March 15th. A \$35.00 deferred fee will be assessed to your account per semester if using this payment option. Payments not received by the deferred due dates will be assessed a \$50.00 late fee. If your invoice does not reflect the complete financial aid awarded, you should contact the Office of Financial Aid.

***The University reserves the right to require payment in full on any account that has been previously delinquent.***

*Students in the Law School, Joint Degree Program, Masters in Finance, special classes or workshops should refer to the front of the invoice for the proper due dates.*

## IMPORTANT NOTICE REGARDING REFUNDS

Federal regulations prohibit Suffolk University from holding Federal loan proceeds in excess of 14 days from the first day of classes if it creates a refund. Federal student loans received after the semester begins will be refunded within 14 days of their receipt, unless specified by the student to hold these funds. An overpaid account with a history of credit card activity, will first receive a credit card reversal of the original credit card transaction(s), regardless of the time between the credit card payment and the date of the overpayment. If there are any remaining overpaid funds on the account, a refund check will be issued for the difference. **If you adjust your course schedule after you receive a refund, you must make proper arrangements to pay your balance.**

## WITHDRAWAL POLICY

If it becomes necessary for a student to withdraw from the University, the student is expected to complete an official withdrawal form. **NON-ATTENDANCE DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL FROM THE UNIVERSITY OR DROPPING A COURSE (S).**

## TUITION LIABILITY

Tuition liability will be based on the date in which the Leave of Absence/Withdrawal Form is received by the Dean of Students Office, the On-line Drop is processed or the Drop Form is received by the Registrar's Office. Please refer to the Suffolk University Bulletin or our website [www.suffolk.edu/onesource](http://www.suffolk.edu/onesource) for the semester liability schedule.

*Students in the Law School, Joint Degree Program, Executive MBA Program, Masters in Finance, special classes or workshops should contact the Office of the Bursar for the appropriate liability schedule.*

## FINANCIAL AID

Financial aid is awarded based on registration/enrollment status information you provided on your financial aid application. If your registration/enrollment status has changed, contact the Office of Financial Aid so that adjustments can be made, if necessary.

## HEALTH INSURANCE

Massachusetts state law requires that all students taking nine (9) credits or more per semester have adequate health insurance coverage. Failure to notify Health Services of comparable insurance coverage will automatically result in enrollment in the University Plan and you will be charged accordingly. On-line waivers **must** be completed in order to have this charge removed from your tuition bill. This must be done on a yearly basis.

All international students regardless of the number of credits, for which you are registered, must participate in the university-sponsored health insurance plan. Only those international students who are enrolled in a comparable health insurance plan with a U.S. - based insurance carrier can process a waiver. On-line waivers **must** be completed in order to have this charge removed from your tuition bill. This must be done on a yearly basis.

To enroll or waive coverage on-line:

1. Go to [www.universityhealthplans.com](http://www.universityhealthplans.com)
2. Click on Suffolk University
3. Click on the Enrollment Form or Waiver Form
4. Fill in all required information (if a piece of required information is missing, your form will not be accepted.)
5. Submit the form by clicking 'Apply'. If the form is accepted, you will receive immediate confirmation of your enrollment or waiver

Questions should be directed to Health Services at (617) 573-8260.

*Any students registered for less than nine (9) credits will not be eligible to enroll in the University-sponsored plan unless the student is international.*

## INQUIRIES

Office of the Bursar	(617) 573-8407
Office of the Bursar Fax #	(617) 557-4399
Office of Financial Aid	(617) 573-8470
Office of the Registrar	(617) 573-8430
Office of the Dean of Students	(617) 573-8239
Office of Residence Life	(617) 305-2500

## OFFICE HOURS

Monday through Thursday:	8:45am to 5:30pm
Friday:	8:45am to 3:00pm

## ELECTRONIC PAYMENTS

You can pay your tuition and fees on the web using either an electronic check or VISA, MasterCard, Discover & American Express. The "Make a Payment" screen can be accessed two ways. You may go to the My Finances tab on MySuffolk to view your account and simply click Online Bill Payment or go to our website at [www.suffolk.edu/onesource](http://www.suffolk.edu/onesource) and click on "Make a Payment Online" located in the Tuition and Billing section. Payments will be posted the next business day. **Please note credit card payments to a student's account cannot be given until authorized by MasterCard, VISA, Discover or American Express. ANY OVERPAYMENT ON A STUDENT'S ACCOUNT WILL FIRST BE REFUNDED TO THE CREDIT CARD(S).**