

# Office of the Bursar Student Newsletter

Donahue Building • 41 Temple Street • Boston, MA 02114  
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Monday to Thursday 8:45 a.m. - 5:30 p.m. • Friday 8:45 a.m. - 3:00 p.m.

## SUFFOLK UNIVERSITY

Welcome to the 2008 - 2009  
Academic Year!

*The Office of the Bursar at Suffolk University  
would like to take this opportunity to welcome you  
to the 2008-2009 academic year. The information  
provided in this newsletter includes:*

- Fall 2008 Billing Information
- Due Dates
- Residence Hall & Meal Plans
- Payment Options
- Payment Methods
- Financial Aid Information
- Refund Policy
- Tuition Insurance
- Student Health Insurance
- Add/Drop
- Withdrawal Policy
- Important Telephone Numbers

**For a List of Tuition and Fees:**

<http://www.suffolk.edu/onesource>

### Fall 2008 Important Dates

#### AUGUST

- 1 Fall 2008 tuition due date
- 31 Residence hall opens - new students

#### SEPTEMBER

- 1 Residence Hall opens - returning students
- 1 Labor Day Holiday - University Closed
- 2 Evening classes convene
- 3 Day classes convene
- 15 Last day for course changes & late registration
- 15 Last day to add/drop without financial liability
- 16 50% tuition liability begins
- 23 75% tuition liability begins
- 26 Mon. EVENING classes meet - Labor day
- 30 Last day to drop a course without a 'W' grade

#### OCTOBER

- 1 Last day to apply for January 2009 graduation
- 1 100% tuition liability begins
- 13 Columbus Day Holiday - University Closed
- 20 Faculty advising - for Spring 2009
- 24 Mon. EVENING classes meet - Columbus day
- 31 Last day to drop a course without a 'F' grade

#### NOVEMBER

- 1 Fall 2008 deferred due date
- 4 Priority Registration - Seniors
- 5 Priority Registration - Juniors
- 6 Priority Registration - Sophomores
- 7 Priority Registration - Freshmen
- 7 Wed. EVENING classes meet - Thanksgiving
- 11 Veteran's Day Holiday - University Closed
- 20 Last day to register without payment
- 21 Thurs. EVENING classes meet - Thanksgiving
- 26 Thanksgiving recess begins 1:00PM
- 30 Last day of Thanksgiving recess

#### DECEMBER

- 4 Last day of weekday classes
- 5 Reading Day
- 9 - 13 Final Exams
- 15 Spring 2009 tuition due date
- 15 Winter recess through January 11

To view a listing of Important Dates for the Spring 2009 semester, please visit [www.suffolk.edu/onesource](http://www.suffolk.edu/onesource) and choose 'Calendars' located in the menu to the left.

## RESIDENCE LIFE

**Returning students** who have reserved a room on campus and have now made other living arrangements, need to notify the **Office of Residence Life & Summer Programs** at [reslife@suffolk.edu](mailto:reslife@suffolk.edu) or by mailing a request to:

Residence Life and Summer Programs  
Suffolk University  
150 Tremont Street  
Boston, MA 02111

**New students** who reserved a room on campus and now made other living arrangements should have notified the Office of Undergraduate Admissions, in writing.

Your initial housing deposit will be transferred to your tuition account once your room reservation is cancelled.

- Move in date for new students  
August 31, 2008  
Move in date for returning students.  
September 1, 2008
- Room assignment packets will be mailed to all resident students in mid July.
- Please contact the Office of Residence Life & Summer Programs at (617) 305-2500 or [reslife@sufflok.edu](mailto:reslife@sufflok.edu) with any questions.

All students with residence hall assignments must be sure to adhere to the tuition due date, otherwise your housing assignment may be cancelled!

## FOR RESIDENCE HALL RATES & MEAL PLANS CLICK HERE



<http://www.suffolk.edu/onesource>

and choose "Tuition and Fee Rates" located in the Tuition and Billing section

## PAYMENT OPTIONS

**PAYMENT IN FULL**    **DEFERRED PAYMENT PLAN**  
Due by: August 1    (A \$35.00 fee will be assessed)  
50% due by: August 1  
50% due by: November 1

For further information, please visit :  
<http://www.suffolk.edu/onesource>

## 10-MONTH PAYMENT PLAN - TUITION MANAGEMENT SYSTEMS

- Must enroll in: June
- Application fee: \$65.00
- Apply over the phone: 1-888-216-4258
- Apply over the web: <http://www.afford.com>

**NOTE:** Financial aid refunds will not be issued until the TMS contract amount for the semester is paid in full.

## EMPLOYER BILLING

- Please submit your voucher or letter of authorization to:

Suffolk University  
Office of the Bursar  
41 Temple Street  
Boston, MA 02114

- Tuition balances must be paid in full before you are allowed to register for future semesters.

**Please Note:** All overdue balances are subject to late fees. A hold will be placed on grades and transcripts until your balance is resolved.

## PAYMENT METHODS

Money Orders	Cashiers Checks	VISA	AMEX
MasterCard	Travelers Checks	Discover	E-Checks

**Wire Funds to:** Citizens Bank, Acct. # 1105064708, ABA# 011-500-120, SWIFT# CTZIUS33.

(Please reference your name and ID# on all payments)

**Note:** Please pay online with an electronic check, VISA, MasterCard, Discover or Amex at <http://www.suffolk.edu/onesource> and choose "Making a Payment Online" located under Tuition and Billing

## FINANCIAL AID

(Will be deducted from your tuition charges)

If a balance remains after your financial aid award has been deducted, you must pay at least 50% of the balance indicated on your invoice by the tuition due date.

**Please Note:** Federal Work Study, Fellowship Employment, or any type of student employment awards are **NOT** deductible. Please do not deduct this award from your invoice total. In addition, changes in enrollment status can result in reduced or revoked financial aid. Please contact the Office of Financial Aid for further information.

## FINANCIAL AID INFORMATION

Approved financial aid will be deducted on your invoice. **Financial aid** will *not* appear on your invoice unless you follow all instructions outlined on your Financial Aid award letter.

**Outside scholarships** can be deducted. Please send a copy of the documentation to us so that we can determine if a bill from the University is necessary.

**Plus and Alternative Loans** that have been processed and approved will be deducted from your invoice.

**Direct Stafford Loans** that have been processed and approved will be deducted from your invoice.

*Loan counseling is required for all first time borrowers.*

*Please visit:* <http://www.suffolk.edu/onesource>

**Incentive Loans** will be deducted if applicable.

*Notification will be sent to your Suffolk email address in regards to signing the required master promissory note.*

**College Loans** will be deducted if applicable. A promissory note will be mailed during the summer and must be returned to the Office of Financial Aid.

**Perkins Loan** information packages will be sent this summer.

**First time borrowers must complete the following:**

- E-Sign a Master Promissory Note online at:  
<http://www.suffolk.edu/onesource>
- Entrance Counseling at:  
<http://www.suffolk.edu/onesource>
- Sign, date and return the disclosure statement to the Office of the Bursar.

*(This document will be mailed to you this summer)*

**Previous borrowers must complete the following:**

- Sign, date and return the disclosure statement to the Office of the Bursar.

*(This document will be mailed to you this summer)*

Satisfactory academic progress is monitored by the Office of Financial Aid and the Academic Standing Committee of each school.

## REIMBURSEMENT POLICY

- \* You must pay for your first semester
- \* We request verification of your company's reimbursement policy
- \* You must submit a signed promissory note, which can be found at <http://www.suffolk.edu/onesource>
- \* Please remit payment within the first 3 weeks of the following semester
- \* Deferred & late fees will be assessed if your balance is not paid on time

**NOTE** - You are only eligible for this benefit when you enroll in consecutive semesters

## 10-MONTH PAYMENT PLAN

If you need assistance in determining options to pay for your tuition and fees for the academic year, we provide a 10-month payment plan through Tuition Management Systems. If you would like further information, you can contact TMS at 1-888-216-4258 or via email at [service@afford.com](mailto:service@afford.com).

Hours: Monday-Friday 8:00am-10:00pm.  
Saturday 9:00am-3:00pm.

## LOAN OPTIONS

A more in-depth description of available loan options can be found by visiting <http://www.suffolk.edu/onesource>

When applying for a loan, please request the loan amount needed for the entire academic year, because 50% of the loan award is allocated for the Fall Semester and 50% for Spring Semester.

Exception: Loans can be borrowed for the Fall Semester only, if you are graduating in January.

## REFUNDS

### Federal Loan Refunds:

14 days from the first day of class.

### Financial Aid Refunds:

After the 6th week of class.

### Course Withdrawal Refunds:

Within two weeks after the add/drop period.

**Note:** Credit card payments will be refunded back to the original credit card transaction.

It is Suffolk University policy that refunds will be issued only if your account has a credit balance.

### ADD/DROP

- Campus Cruiser will be available for adding classes through **September 15** providing classes are still open.
- Classes can be dropped on Campus Cruiser through **October 31**, without the penalty of an "F" grade.
- Any classes dropped after **October 31** must be approved by the Office of Student Affairs.

### WITHDRAWAL POLICY

- Please contact the Office of Student Affairs to complete the necessary withdrawal or leave of absence paperwork.

For more information, please visit:

<http://www.suffolk.edu/onesource>

Or call:  
617-573-8239

- **Non-attendance does not constitute an official withdrawal and does not relieve you of your financial obligation for the courses that you are registered for.**

Financial liability will be based upon the date that the withdrawal or drop form is received.

#### Withdrawal Dates and Forfeiture Liability for Fall 2008

Prior to September 15	0% Liability
September 16-22	50% Liability
September 23-30	75% Liability
October 1 and after	100% Liability

#### Please Remember:

Any student withdrawing from Suffolk University on or after **October 1, 2008** will be charged 100% of their tuition charges.

### STUDENT HEALTH INSURANCE

- Required by Massachusetts State Law if registered for 9 or more credits
- All students who do not waive coverage by September 15th will be enrolled in the University sponsored plan
- You must have a comparable policy in order to waive the insurance. Free Care is not accepted
- You are required to waive OR enroll on-line at:  
<http://www.universityhealthplans.com>
- The premium for 2008-2009 academic year is \$1,490.00
- Any domestic student registered for less than 9 credits will not be eligible for the University sponsored plan
- All international students are required to enroll in the University sponsored plan. **Do not take out insurance from your home country or insurance you find on-line since these may not meet the Qualifying Student Health Insurance Plan (QSHIP)**
- The insurance charge will remain on your bill until you have accurately waived the insurance on-line
- If you have a printed confirmation of your waiver but are still being charged, please contact Health Services at 617-573-8260

#### PLEASE REMEMBER:

All students taking 12 or more credits must submit completed immunization forms to Health Services prior to starting classes. To download the Health History/ Immunization form and Meningitis Waiver form please go to:  
<http://www.suffolk.edu/onesource>

Choose 'Health Insurance' under the Tuition and Billing section

### TUITION INSURANCE

A. W. G. Dewar, Inc.

If you withdraw from classes because of personal physical illness or accident, this plan will return 100% of your insured tuition and fees or 60% of your insured tuition and fees if the withdrawal results from a medical psychological illness.

For more information please visit:

<http://www.suffolk.edu/onesource>

Choose 'Tuition Insurance' under the Tuition and Billing section

Phone: 617-774-1555



- ⇒ A full-time course load consists of 12-17 credit hours per semester.
- ⇒ Students exceeding this maximum will be charged the excess credit fee of \$862.00 per credit.



- ⇒ Any student taking 11 credits or less will be charged per credit hour.

### UNIVERSITY POLICY

- ◇ Official transcripts will not be released until all financial obligations to Suffolk University have been completed.
- ◇ Diplomas will not be released until all financial obligations to Suffolk University have been completed.
- ◇ Future registrations will not be processed until all financial obligations to Suffolk University have been completed.

Delinquent accounts will be assessed reasonable collection costs and attorney fees.

Office of the Bursar	617-573-8407
Office of Financial Aid	617-573-8470
Office of the Registrar	617-573-8430
Office of Student Affairs	617-573-8430
Office of Residence Life	617-305-2500
Office of Student Activities	617-573-8320
Health Services	617-573-8260
Campus Police	617-573-8333