

# SUFFOLK UNIVERSITY

## Office of the Bursar's Law Student Newsletter

### 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 your new academic year. Inside this newsletter, please find pertinent information regarding payment policies and expectations that will make your transition through this year a successful one. Please be advised that the Fall tuition due dates are dependent upon your class level and you should refer to your invoice for the appropriate due date. Your invoice will provide details of your expected tuition charges as well as approved financial aid.

If you are a first year student, you will receive several pieces of correspondence from the many offices at Suffolk University over the next few months. Please take the time to read each piece carefully and respond as indicated. There will be specific due dates assigned to each piece of return correspondence. Failure to meet these dates may cause inaccuracies on your student account.

We hope that you will find the information provided within these pages to be helpful; however, if you have questions that are not addressed, please contact the Office of the Bursar for immediate assistance. We realize your education is important to you and we hope that we can help you attain your educational goals.

Have a safe and enjoyable summer!

#### INSIDE, YOU WILL FIND INFORMATION REGARDING:

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#### Office of the Bursar

Located on the 3rd Floor,  
Donahue Building  
41 Temple Street  
Boston, MA 02114

(617) 573 - 8407

(617) 557 - 4399

[www.suffolk.edu/bursar](http://www.suffolk.edu/bursar)

[stdact@suffolk.edu](mailto:stdact@suffolk.edu)

#### Office Hours

Monday to Thursday

8:45 a.m. - 6:00 p.m.

Friday 8:45 a.m. - 3:00 p.m.

#### Special points of interest:

- Tuition Rates for Law Day, Evening and Joint Degree programs
- Payment Options
- Due Dates for 2008-2009
- Tuition Insurance Plan
- Student Health Insurance
- Withdrawal Policy
- Refund Policy

## Payment Methods

- Checks
- Cashiers Checks
- MasterCard
- Wire Funds to:
- Money Orders
- Travelers Checks
- Visa
- Discover
- E-Check
- AMEX

Citizens Bank

Acct. # 1105064708, ABA # 011-500-120 Swift # CTZIUS33  
 (Please reference the student's name and ID# on all payments)

We encourage you to securely pay online using a check, VISA, MasterCard, Discover or AMEX. Go to our web site at [www.suffolk.edu/bursar](http://www.suffolk.edu/bursar) and choose "Make a Payment" located in the menu to the right.

**Please Note:** Overpaid accounts with credit card payments will receive refunds to the original credit card transaction, equal to the amount paid via credit card. If your overpayment exceeds your credit card payments, a refund check will be issued for the difference.

### FINANCIAL AID

All grants, scholarships, and student loans awarded and approved will be deducted from your invoice. If a balance remains after your award has been deducted, you must pay at least 50% of the balance indicated on your invoice. **Please Note:** Federal Work Study and/or Student Employment awards are **NOT** deductible. Please do not deduct this award from your invoice total.

## Tuition Liability & Withdrawal Schedule

Tuition liability will be based on the date in which the leave of absence/withdrawal form is received by the Dean of Students, or a drop form is received by the Registrar's Office. The following is the tuition liability schedule:

*If Withdrawal Notice is received at the Registrar's Office*      *Forfeiture Amount Charged to Student*

- |                         |      |
|-------------------------|------|
| • Prior to August 17    | 0%   |
| • August 18-25          | 20%  |
| • August 26-September 2 | 40%  |
| • September 3-9         | 60%  |
| • September 10-16       | 80%  |
| • September 17          | 100% |

Any student withdrawing from Suffolk Law School after September 17, 2008 will be charged 100% of their tuition charges.

## Tuition Rates & Fees

For Current Tuition and Fees Click Here...

<http://www.law.suffolk.edu/admissions>

## Payment Options

- **PAYMENT IN FULL**  
 Due by: July 1 (New Students)  
 Due by: July 31 (Returning Students)
- **DEFERRED PAYMENT PLAN**  
 50% due by: July 1 (New Students)  
 50% due by: July 31 (Returning Students)  
 100% due by: October 15  
 (\$35.00 deferred fee will be charged)

For more information visit :  
<http://www.suffolk.edu/bursar>

- **10-MONTH PAYMENT PLAN THROUGH TUITION MANAGEMENT SYSTEMS**
  - Must enroll in: June
  - Application fee: \$65.00
  - Apply over the phone: 1-888-216-4258
  - Enroll online: [www.afford.com](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 financial hold will be placed on grades, transcripts, exam numbers and future registrations until payment is received.

## Registration Information

### Returning Law Students...

- All returning law students who participated in Fall Priority registration in April will receive an invoice in early July with a July 31 due date.
- Your registration will be cancelled if your payment is not received by the due date. In order to use financial aid in lieu of payment, you must have a finalized financial aid award, by July 31, that covers your invoice total in full.
- If you are not planning to return to the Law School this Fall, please contact the Dean of Students at (617) 573-8157 or Office of the Registrar at (617) 573-8160.

### New Law Students...

Registration is a two step process:

- Submission of your registration to the Admissions Office.
- Payment or financial aid clearance by July 1.

Clearance means you must pay at least **50%** of the total charges less any applicable Financial Aid. To be cleared without payment, you must have a finalized financial aid award, by July 1, that covers your invoice total in full.

- New law students should contact the Admissions Office at (617) 573-8144 if your decision to attend Suffolk University has changed.

## Tuition Refund Plan

As a supplement to the University's Refund Policy, we offer an insurance program, The Tuition Refund Plan (TRP) through A. W. G. Dewar, Inc. This plan enhances the University's refund schedule and provides more generous refunds throughout the entire term. 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.

Please contact the *A. W. G. Dewar, Inc.*, at (617) 774-1555 or you can access their website at [www.collegerefund.com](http://www.collegerefund.com) for more information or to apply.

## Student Health Insurance

- Required by Massachusetts State Law if registered for 9 or more credits
- All students not waiving coverage by September 30 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 [www.universityhealthplans.com](http://www.universityhealthplans.com)
- The premium is \$1490.00
- Any domestic student registered for less than  $\frac{3}{4}$  course load will not be eligible for the University sponsored plan
- All international students are required to enroll with the university sponsored health plan. **Do not take insurance from your home country or insurance you find on-line since these may not meet the Qualifying Student Health Insurance Plan (QSHIP)**
- This 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 NOTE:

All students taking 12 or more credits must submit complete immunization forms to Health Services prior to starting classes. To download the Health History/Immunization form and Meningitis Waiver form (if applicable) please go to:

[www.universityhealthplans.com](http://www.universityhealthplans.com)

## One Note

Returning Law students will have the opportunity to make adjustments to their course schedule when Campus Cruiser re-opens from July 14, 2008 until July 28, 2008.

*Changes not made while Campus Cruiser is open can be made during the add/drop period - August 18, 2008 through August 25, 2008.*

## Financial Aid Information

- [Financial aid award letters](#) are mailed to students continuously based on the date your application becomes complete. If you applied for financial aid, but have not received an award letter, please contact the Office of Financial Aid to check the status of your application.
- [Federal Stafford Loans](#) are disbursed to your tuition account in two equal disbursements at the beginning of each semester. Single semester loans will be disbursed at the beginning of the semester.  
First time Federal Stafford Loan borrowers are required to complete Entrance Counseling and sign a Master Promissory Note prior to the disbursement of funds.  
Entrance counseling can be completed on-line at: [www.law.suffolk.edu/offices/finaid/counseling.cfm](http://www.law.suffolk.edu/offices/finaid/counseling.cfm)  
**New borrowers:** Master Promissory Notes (MPN) can be completed online with the lender of your choice.
- [Trustee Grants and Scholarships](#) from Suffolk University Law School will be credited to your tuition account after the fourth week of classes.
- [Federal Graduate PLUS loans or Private Educational Loans](#) may be an option for students requiring additional funding to meet the cost of educational expenses. Information on these loans can be found in the financial aid section of the Suffolk University Law School website at [www.law.suffolk.edu/offices/finaid/federal.cfm](http://www.law.suffolk.edu/offices/finaid/federal.cfm). Lenders approve or deny the loan based on your credit-worthiness. In some cases, students may need to borrow with a credit-worthy co-signer for the loan to be approved.
- Semester charges will be deducted from the proceeds of all educational loans.

## Perkins & Trustee Loans

[Students awarded Trustee and/or Perkins Loans](#) are required to complete the following procedure:

### First time borrowers must complete the following:

- E-Sign a Master Promissory Note online at [www.suffolk.edu/bursar](http://www.suffolk.edu/bursar)
- Entrance Counseling at [www.suffolk.edu/bursar](http://www.suffolk.edu/bursar)
- Sign, date and return the disclosure statement to the Office of the Bursar.  
(This form will be mailed to you in July)

### Returning students must complete the following:

- Sign, date and return the disclosure statement to the Office of the Bursar.  
(This form will be mailed to you in July)

If you have further questions regarding financial aid, please contact the Office of Financial Aid at 617-573-8147 or on the web at

[www.law.suffolk.edu/offices/finaid](http://www.law.suffolk.edu/offices/finaid).

## Refund Information

- Federal regulations prohibit Suffolk University from holding Federal Loan proceeds in excess of 10 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.
- Overpaid accounts with credit card payments will receive refunds equal to the amount paid via credit card. If your overpayment exceeds your credit card payments, a refund check will be issued.
- If you adjust your course schedule and your financial aid is revised after you receive a refund, you must make the proper arrangements to pay your balance.
- If you are expecting a refund as a result of Suffolk grants and/or scholarships, it will be mailed after the fourth week of classes.
- If you are expecting a refund as a result of loans, it will be mailed after the first week of classes.
- It is the University's policy that refunds will be issued only if your account has a credit balance.