

Office of the Bursar Student Newsletter



Welcome to the 2007 - 2008 Academic Year!

The Office of the Bursar at Suffolk University would like to take this opportunity to welcome you to the 2007-2008 academic year. The information provided in this newsletter includes:

Office of the Bursar
Donahue Building
3rd Floor
41 Temple Street
Boston, MA 02114

Phone: (617) 573-8407
Fax: (617) 557-4399
Email: stdact@suffolk.edu
www.suffolk.edu/onesource

Office Hours
Monday to Thursday
8:45 a.m. - 5:30 p.m.
Friday 8:45 a.m. - 3:00 p.m.

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For a List of Tuition and Fees:
<http://www.suffolk.edu/onesource>

Full - Time Students...

⇒ A full-time course load consists of 12-17 credit hours per semester, day or evening.

⇒ Students exceeding this maximum will be charged the excess credit fee of \$806.00 per credit.

Part-Time Students...

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



- Special points of interest:**
- 2007-2008 Tuition Rates and Fees; online
 - Payment Options and Methods
 - Financial Aid Options
 - Refund and Withdrawal Policy
 - Health & Tuition Insurance

Semester	Due Date
Fall 2007	August 1
Spring 2008	December 15

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 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 requested, **in writing**, to the Office of Undergraduate Admissions **before May 1** to:

Undergraduate Admissions
8 Ashburton Place
Boston, MA 02108

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

- Your account balance must be paid by **August 1** or you will be in jeopardy of losing your housing as stated in the License Agreement.
- Move in date for new students
September 2, 2007
Move in date for returning students.
September 3, 2007
- 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 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 UNDERGRADUATE 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**
100% 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 the student's name and ID# on all payments)

Note: You may 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

Grants Student Loans Scholarship Private Loans

(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.

ADDITIONAL PAYMENT OPTIONS

A more in-depth description of the additional payment options can be found at <http://www.suffolk.edu/onesource>

PLUS LOAN

(Parent Loan for Undergraduate Students)

- * Low interest rate
- * Minimum credit check
- * Affordable monthly payments
- * No penalty for early repayment
- * At least a 10 year repayment term beginning with 60 days after loan disbursement
- * Please contact the Office of Financial Aid at 617-573-8470 for more information

MEFA

- * The Massachusetts Educational Financing Authority offers both fixed or variable interest rate options with low monthly payments, no application fee, and no penalty for early repayment
- * This year's interest rates can be found at <http://www.suffolk.edu/onesource> and choose 'MEFA' in the 'Financial Aid' section

Please request the loan amount needed for the entire academic year. 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.

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 2007 -2008 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.

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

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.

STUDENT HEALTH INSURANCE

- Required by Massachusetts State Law if registered for 9 or more credits
- All students who do not waive coverage by September 30th 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 2007-2008 academic year is \$1,490.00 (J-1 Visa \$1,553.00)
- 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](tel:617-573-8260)

PLEASE NOTE:

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

ADD/DROP

- **Campus Cruiser** will be available for adding classes through **September 17** providing classes are still open.
- Classes can be dropped on Campus Cruiser through **November 2**, without the penalty of an "F" grade.
- Any classes dropped after **November 2** must be approved by the Dean of Students.

WITHDRAWAL POLICY

- Please contact the Dean of Students 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 2007

Prior to September 17	0% Liability
September 18-24	50% Liability
September 25-Oct 2	75% Liability
October 3 and after	100% Liability

Please note:

Any student withdrawing from Suffolk University on or after **October 3, 2007** will be charged 100% of their tuition charges.

REFUND POLICY

- **Federal Loans:**
14 days from the first day of class.
- **Financial Aid:**
After the 6th week of class.
- **Course withdrawal**
Refund within two weeks after add/drop ends.

Note: Credit card payments will be refunded back to the original credit card transaction(s).

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

TUITION REFUND PLAN

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

LOAN DEFERMENT PROCESSING

- Processed through the national Student Loan Clearinghouse located in Herndon, Virginia.
- Suffolk University submits a report of students' enrollment status three times a semester (after add/drop, at mid-term and after finals).
- The Clearinghouse, in turn, supplies verification of enrollment to the lending agencies.
- All deferment forms will be forwarded to the Clearinghouse to be completed.
- Any questions regarding student loan deferments should be di-

Office of the Bursar	617-573-8407
Office of Financial Aid	617-573-8470
Office of the Registrar	617-573-8430
Office of the Dean of Students	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

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.