

# LASELL COLLEGE

## OFFICE OF STUDENT ACCOUNTS GRADUATE BILLING POLICIES & INFORMATION \* ACADEMIC YEAR 2012 – 2013

### ENROLLMENT POLICY

**In registering as a student at Lasell College, you agree to pay all charges on your account when due, and to abide by the Billing Policies and Fees stated here, in the Course Catalog and Student Handbook.**

Financial responsibilities to Lasell College include meeting payment deadlines, fulfilling loan or grant requirements, and addressing outstanding balances. The Office of Student Accounts' official means of communication are via the student's home address on file and/or the student's Lasell email account.

### PAYMENT SCHEDULE

**Payment for the Fall 2012 semester is due prior to August 7, 2012.**  
**Payment for the Winter 2013 session is due prior to December 14, 2012.**  
**Payment for the Spring 2013 semester is due prior to January 3, 2013.**  
**Payment for the Summer 2013 sessions is due prior to April 26, 2013.**

*Please contact the Office of Student Accounts with any questions regarding your statement well in advance of the payment due date.*

### PAYMENT OPTIONS

Failure to pay in full, or make arrangements through one of the options listed below by the payment due dates above, will result in a 1.5% late payment fine and may jeopardize your enrollment.

Lasell College accepts payments by cash, money order, check, wire transfer.

Please return the bottom portion of the bill with your payment.

Mail payments to:

Lasell College, Office of Student Accounts  
1844 Commonwealth Avenue  
Newton, MA 02466

If you plan to pay by wire transfer, your bank will request specific information. Please contact Student Accounts for details.

**You may also pay by ACH or credit card online using 'ePay'. Please visit your Self Service page to view your account and make payment.**

About Financial Aid: If you applied for financial aid, but some or all of it does not appear on the statement, the necessary paperwork may not be complete, or the award may have changed. Please note that mandatory loan fees (0.5% of Stafford Loans) do not apply as a credit toward your balance due. *Payment of your current balance due will not be deferred for incomplete financial aid paperwork or pending appeals.* Please contact Student Financial Planning at (617) 243-2227 with questions regarding your financial aid.

### ALTERNATIVE PAYMENT OPTIONS

If you choose a payment plan or loan to pay your bill, applications must be approved and completed prior to the payment due dates listed above in the 'Payment Schedule' section. When determining the amount to borrow, any fee charged by the lender must be added to the balance due to Lasell College to insure your College account is paid in full.

\*\*\* Student Financial Planning recommends that, if you are in at least 6 credits per semester, you take advantage of the Federal Stafford Loan program before you pursue an alternative student loan, as the interest rates and terms are more competitive. Please contact Student Financial Planning, if you have any questions regarding loans, at 617-243-2227 or by email at [finaid@lasell.edu](mailto:finaid@lasell.edu).

**Graduate PLUS Loan:** The PLUS Loan has a variable interest rate that will never exceed 9%. There is a maximum repayment period of 10 years, with a minimum monthly payment of \$50 and no pre-payment penalties. A 2.5% mandatory origination fee will be deducted by the Federal Government from the requested loan amount. To determine how much to request, divide your balance due to the College by 0.975. To apply for the Federal PLUS loan, go to [www.studentloans.gov](http://www.studentloans.gov). You will need your social security number and the PIN you used to electronically sign the FAFSA. If you do not have that PIN, you may request a new one at [www.pin.ed.gov](http://www.pin.ed.gov) before you apply for the loan.

**Alternative Loans:** The amount is limited to the cost of attendance less the other aid a student is receiving. To research loans, the lenders available and to apply for a loan, go to [http://studentlendinganalytics.com/alternative\\_loan\\_options.html](http://studentlendinganalytics.com/alternative_loan_options.html) You will be able to compare lenders and rates, and then follow the links to the website of your lender of choice to apply for the loan online.

**Monthly Payment Plan:** Lasell College has contracted with Tuition Management Services (TMS) to allow a monthly payment option. Enrollment in the plan allows you to pay your semester balance in four equal payments, beginning August 1, 2012 for the fall semester, and December 1, 2012 for the spring semester. You may enroll in the TMS plan until the semester due date, provided the missed payments are submitted upon enrollment. A \$40 enrollment fee is collected by TMS, however there is no interest and no other fees. The payment plan is not available for the Winter or Summer sessions.

For more information about the TMS payment plan, or to enroll, visit [www.afford.com/lasell](http://www.afford.com/lasell) or call 888-216-4258.

### LATE PAYMENT AND RETURNED CHECK POLICY

A late charge of 18% per annum (1.5% per month) will be assessed to accounts not paid by the due date. Any check returned unpaid will result in a \$25 fine. The College reserves the right to suspend or terminate services and/or enrollment due to delinquency in payment. In the case of delinquent accounts, if an outside collection agency is utilized, the student's account will be assessed collection fees.

### 2012 – 2013 FEES

FEE DESCRIPTION	COST
Tuition	\$575.00 per credit
Comprehensive Fee	\$80.00 per semester/session
Accident and Sickness Insurance	\$1575.00 per year
Late Payment Fee	1.5% of balance due per month
Replacement ID Card	\$50.00

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**FEE DESCRIPTIONS**

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**Accident and Sickness Insurance:** The Commonwealth of Massachusetts mandates accident and sickness insurance coverage for all students enrolled in at least 9 credits per semester. Lasell College will initially bill all students enrolled in 9 credits or more per semester for the insurance plan. Students who do not wish to purchase the plan may waive the fee by providing proof of enrollment in a plan with comparable coverage.

Students in an existing plan with comparable coverage may waive the fee by completing the online waiver form at [www.consolidatedhealthplan.com](http://www.consolidatedhealthplan.com).

DO NOT COMPLETE THE WAIVER IF YOU DO NOT SEE THE CHARGE ON YOUR BILL. Doing so could result in errors on your account.

If you would like to opt into the Accident and Sickness Insurance Plan, please contact the Office of Student Accounts, at 617-243-2103 or [StudentAccounts@Lasell.edu](mailto:StudentAccounts@Lasell.edu), for applicable rates.

**Comprehensive Fee:** The Comprehensive Fee is applicable to all students enrolled in courses and will be charged once per enrollment period. The Comprehensive Fee contributes to services such as library access, online services, student parking, new student orientation, identification cards, and transcript evaluation.

**Replacement ID Card:** Students who need to replace the original ID card issued by Lasell College will be charged per replacement card. Payment is due at the time of purchase.

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**ACCOUNT ADJUSTMENT AND REFUND POLICIES**

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**Student Account with a Credit Balance**

Refund checks for credit balances occurring as a result of excess loans or financial aid will not be issued until the entire loan and/or aid funds have been received by Lasell College. Credit balances resulting from an excess of Federal funds will be refunded to the student. Per Federal regulations, the College is not permitted to retain Federal funds in excess of tuition costs. Refunds will be issued within three weeks of the request and will be made payable to the student. Students issued a refund check prior to the end of the academic year understand that, if additional charges are assessed and/or financial aid is adjusted following receipt of a refund check, a balance may be due to the College.

**Withdrawal from the College**

The following Withdrawal Adjustment Schedule applies to a student who has completed the appropriate steps to cancel his/her enrollment at Lasell College. Non-attendance does not relieve the student of financial obligation or imply entitlement to a refund. Please contact the Registrar's Office for proper withdrawal procedures.

For all withdrawals after the published Add/Drop period, no adjustment is made to the Accident and Health Insurance Fee.

For purposes of account adjustments, no differentiation is made between voluntary withdrawal, administrative or academic suspension. *Unpaid charges may remain after adjustments and will be owed to the College.*

**Withdrawal Adjustment Schedule  
for Tuition and Comprehensive Fee  
Fall 2012/Spring 2013 - Full Semester Courses**

Prior to the Academic Calendar's 'First Day of Classes'	100% refund, less enrollment deposit
Through first week* of classes	90%
Through second week* of classes	80%
Through third week* of classes	70%
Through fourth week* of classes	60%
Through fifth week* of classes	50%
Through sixth week* of classes	40%
Through seventh week* of classes	30%
Through eighth week* of classes	20%
Through ninth week* of classes	10%
After ninth week* of classes	No refund of charges

**Withdrawal Adjustment Schedule  
for Tuition and Comprehensive Fee  
Fall 2012/Spring 2013/Summer 2013 - 7 Week Courses**

Prior to the Academic Calendar's 'First Day of Classes'	100% credit, less enrollment deposit
Through first week* of classes	80%
Through second week* of classes	60%
Through third week* of classes	40%
Through fourth week* of classes	20%
After fourth week* of classes	No refund of charges

**Withdrawal Adjustment Schedule  
for Tuition and Comprehensive Fee  
Winter 2013**

Prior to the Academic Calendar's 'First Day of Class'	100% credit, less enrollment deposit
After 'First Day of Class'	No credit of charges

\*For purposes of determining account adjustments due to withdrawal, a week of enrollment ends on a Friday, regardless of the number of courses scheduled or attended during that period.

Adjustments to Federal Financial Aid are made in accordance with the regulations set forth by the Federal Department of Education. For a copy, please contact our Office of Student Financial Planning at 617.243.2227.

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**CONTACT INFORMATION**

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**Office of Student Accounts**  
1844 Commonwealth Avenue  
Newton, MA 02466  
617.243.2103 phone  
617.243.2326 fax  
[StudentAccounts@lasell.edu](mailto:StudentAccounts@lasell.edu) email

**Registrar:** 617.243.2133 or [registrar@lasell.edu](mailto:registrar@lasell.edu)

**Financial Aid:** 617.243.2227 or [finaid@lasell.edu](mailto:finaid@lasell.edu)

**Bookstore:** 617.243.2182 or [lasellbookstore@lasell.edu](mailto:lasellbookstore@lasell.edu)