

LASELL COLLEGE

UNDERGRADUATE BILLING POLICIES & FEE SCHEDULE * 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 you agree to abide by the Billing Policies and Fees stated here, in the Course Catalog and Student Handbook.

Your 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. It is important to understand that communications will be directed toward the student, rather than a parent or guardian. If a parent or other individual is assisting with educational finances, please discuss all billing information with that person.

ACCOUNT PRIVACY POLICY

Per federal regulations on the right to privacy, bills are in the student's name and therefore, the student bears the responsibility for payment. All statements are mailed in the student name to the billing address on record. If a parent or another third party is accepting responsibility for making payments on the student's behalf, it is the responsibility of the student to share all correspondence, including billing statements, with those individuals.

A Billing PIN is issued to all students to assist in providing information while complying with privacy policies. The PIN number is sent to each student's Lasell email account upon enrollment. It can also be found on each student's Self Service page on the Account link of the myProfile tab. Anyone calling the Student Accounts Office for information on an account will be asked for the Billing PIN.

PAYMENT SCHEDULE

Payment for Summer 2012 Online courses are due May 8, 2012.
Payment for the Fall 2012 semester is due by August 7, 2012.
Payment for the Spring 2013 semester is due by January 3, 2013.

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

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.

ALTERNATIVE PAYMENT POLICY

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 under 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.

Parent and Alternative Student Loans

Student loan programs may allow students and/or parents to borrow up to the entire *yearly cost* of college, less any awarded financial aid. For information on applying for a Parent PLUS Loan or Alternative Student Loan, please visit: <http://www.lasell.edu/Tuition-and-Aid/Types-of-Financial-Aid/Loan-and-Financing-Options.html>

Monthly Payment Plan

Lasell College has contracted with Tuition Management Services (TMS) to allow monthly payment options. Students may budget the *yearly cost* over ten months, payments beginning June 2012. Semester plans are also available. Comprehensive information will be mailed directly to all current and prospective students. For more information about the TMS payment plan, or to enroll, visit www.afford.com/lasell or call 888-216-4258.

FULL TIME FEES

FEE DESCRIPTION	ANNUAL COST	COST PER SEMESTER
Tuition	\$27,800	\$13,900
Comprehensive Fee	\$1,200	\$600
Room and Board		
Standard Double/Triple Suite Rooms	\$12,300	\$6,150
Single Room Supplement	\$13,300	\$6,650
Single Room Supplement	\$1250	\$625
Dorm Damage Deposit	\$450	billed first semester
Accident & Sickness Insurance	\$1698	billed first semester

PART TIME FEES

FEE DESCRIPTION	COST PER ENROLLMENT
Tuition – Fall 2012/Spring 2013	\$940/credit hour
Comprehensive Fee – Fall 2012/Spring 2013	\$300/semester
Tuition – Summer 2012 Online Courses	\$400/credit hour
Accident and Sickness Insurance	\$1698

MISCELLANEOUS FEES

FEE DESCRIPTION	COST
Allied Health Major Fee	\$200/semester
Break Housing	\$175/week
Excess Credit Hours	\$940/credit hour
Fashion Design/Production Major Fee	\$150/semester
Graphic Design Major Fee	\$150/semester
Lab Fees	\$20 - \$100/course
Late Payment Fee	1.5% of balance due/month
Late Registration Fee	\$50
Parking Permit	
Resident	\$530/year
Commuter*	\$100/year
Replacement Identification Card*	\$50
Replacement Keys*	\$50/key

*must be paid to appropriate department at time of purchase

ACCIDENT AND SICKNESS INSURANCE POLICY

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 or more credits for the insurance plan. Students in an existing plan with comparable coverage may waive the fee by completing the online waiver form at www.consolidatedhealthplan.com. *International students are required to purchase the Lasell-sponsored insurance plan, regardless of other coverage.*

The health insurance fee will be credited to the student's account upon the College's receipt of the waiver information, provided the information is submitted by published deadlines. Students who do not submit valid waiver information will be enrolled in the plan and are responsible for the associated fee. *Health information sent to the Health Center, Registrar's Office or Athletic Office does not absolve the student of submitting proof of coverage via the online waiver process.* Once purchased, the plan may only be cancelled if the student enrolls in the armed forces.

FEE DESCRIPTIONS

Full Time Tuition: Covers the instructional costs for a minimum of 12 and a maximum of 18 credit hours per semester. Students exceeding 18 credit hours per semester will be charged per additional credit.

Comprehensive Fee: Pays for services available to all students, such as: transfer credit evaluation, student activities, technology services, athletic facilities, original identification cards, graduation, and use of the College Health Center.

Room and Board: Includes the cost of room and a meal plan. All students residing on campus must be enrolled in the meal plan. Meal plan selection does not alter the cost of Room and Board. For further information about your obligations regarding Room and Board, see the 'Housing Changes' portion of this document. If you have questions about housing, please contact Student Affairs at 617.243.2124.

Dorm Damage Deposit: Charged the first semester and credited back to the account at the end of each academic year; applied toward any individual and/or communal damage costs above normal wear and tear, as assessed by the Residence Life staff. The cost of unreturned keys will also be deducted from this deposit.

Allied Health Major Fee: Covers liability insurance, clinical placement and lab usage required for students enrolled in the following majors: Exercise Science and Athletic Training.

Excess Credit Fee: The full-time tuition rate covers up to 18 credit hours per semester. Students exceeding this allowance are charged \$940 per additional credit hour. Excess credit fees are not reduced or refunded for schedule changes made after the add/drop period. If you have questions about scheduling, contact your advisor, or the Registrar's Office at 617.243.2133.

Graphic Design Major Fee: Charged to all students enrolled in the Graphic Design major to pay for hardware, software, guest speaker honorariums and miscellaneous materials/supplies that are necessary to maximize student learning. The Graphic Design Fee is not reduced or refunded for changes of major made after the add/drop period.

Fashion Design/Production Major Fee: Charged to all students enrolled in the Fashion Design and Production major to cover the basic costs of clothing construction. This fee does not cover the cost of the clothing construction kit to be purchased separately. Lab fees may also apply to courses within this department. The Fashion Design and Production Fee is not reduced or refunded for changes of major made after the add/drop period.

Lab Fees: Fees ranging from \$20-\$100 are charged for materials, services and other extraordinary costs for courses such as Fashion Illustration, Pattern Generation, Visual Merchandising, Fashion Promotion and Photography. Lab fees are not reduced or refunded for schedule changes made after the add/drop period.

Parking Permit: The College requires all vehicles parked on campus be registered with Public Safety. Parking is permitted in assigned lots only. Unauthorized vehicles may be ticketed or towed. Please direct questions regarding campus parking to parking@lasell.edu.

ACCOUNT ADJUSTMENT AND REFUND POLICIES

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 for enrolled students will remain on the account unless requested by the student, or federal funds exceed the cost of attendance. Refunds will be issued within three weeks of the request and will be made payable to the student. Students who request 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.

**Office of Student Accounts * 1844 Commonwealth Avenue * Newton, MA 02466
617.243.2103 phone * 617.243.2326 fax * StudentAccounts@lasell.edu email**

Enrollment Changes

Students who change their status from full time to part time, OR part time students who reduce their number of credits, after the Add/Drop period will be responsible for 100% of tuition and associated fees for the semester.

No adjustments are made to the following fees after the published Add/Drop Period: Accident and Health Insurance, Allied Health Fee, Fashion Design/Production Fee, Graphic Design Fee, Excess Credit Fee, and Lab Fees.

Housing Changes

Students wishing to change their status from resident to commuter during the academic year must petition the Director of Residence Life in writing for release from the Housing Agreement, and may be assessed penalty charges as outlined in the Housing Agreement.

Students who change their status from resident to commuter after the Add/Drop period will be responsible for 100% of Room and Board charges for the semester.

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 following fees: Accident and Health Insurance, Allied Health Fee, Fashion Design/Production Fee, Graphic Design Fee, Excess Credit Fee, Parking Permit, and Lab Fees.

Room and Board will be adjusted according to the schedule below *only if* the room is vacated within the time period determined by the Office of Residential Life. Students remaining in housing past the time period granted will be charged for daily Room and Board.

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.*

Fall or Spring Semester - Withdrawal Adjustment Schedule for Tuition, Room and Board, and Comprehensive Fee	
Prior to the Academic Calendar's 'First Day of Classes'	100% credit of above fees, 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 credit of charges

Summer Online Courses - Withdrawal Adjustment Schedule for Tuition	
Prior to the Academic Calendar's 'First Day of Classes'	100% credit of tuition
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 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. Please contact our Office of Student Financial Planning at 617.243.2227.