

# UNDERGRADUATE BILLING POLICIES

ACADEMIC YEAR 2019-2020



## Terms & Conditions of Payment Obligations

By registering for courses at Lasell College, you are agreeing to pay all charges on your account when due and understand that this constitutes a legal financial obligation. Student account charges may include but are not limited to; tuition, mandatory student fees, housing fees, parking fines and late payment fees. You are personally responsible for all amounts due regardless of financial aid eligibility or other financial assistance.

Failure to meet financial obligations by the published due date may result in a late payment fee of 1.5% of the outstanding balance applied monthly. A stop will be placed on the student account that will prevent future registration or add/drop, the release of official transcripts and the release of a diploma.

Students who drop or withdraw from some or all of the classes registered for, will be responsible for all or a portion of the tuition and fees in accordance with the published tuition refund schedule.

Lasell College may refer delinquent accounts to an outside collection agency. All fees charged by the agency based on a percentage at a maximum of 40 percent, together with all costs and expenses including reasonable attorney's fees will be the responsibility of the student to pay. Delinquent accounts may also be reported to one or more of the national credit bureaus.

## Enrollment Deposits

Students are required to submit a non-refundable enrollment deposit once per year. New students to Lasell will deposit based on the deadlines set by Admissions. Returning students will pay the deposit prior to fall registration (March) or spring registration (November) only if they did not attend in the fall. All deposits are credited to the upcoming semesters' tuition and fees.

## Billing Policies

Bills for the semester will be available approximately 30 days ahead of the due date. If registration occurs after the billing due date the bill will be due immediately. Any changes that occur on the bill after the billing due date are due immediately, such as change in registered credits, room and board, parking charges, meal plan charges, etc. Once the due date has past, stops will be placed on accounts for any outstanding balances that prevent the release of grades and future registrations. Bills need to be paid in full before students are allowed to move into the residence halls or complete enrollment confirmation.

Bills are available online to view through the [Student Account Center](#). Login to MyLasell and click Pay MyBill under College Resources. Bills are not mailed out. All billing notices are sent to the students' Lasell College email address. Students are able and encouraged to set up

## Payment Due Dates

*Fall 2019:* July 1, 2019

*Winter 2020:* December 20, 2019

*Spring 2020:* January 1, 2020

*Summer 2020:* May 1, 2020

## Setup a Shared User

Add a shared user to your Student Account Center to allow anyone assisting with the bill to access real time account information as well as giving them permission to speak with the Student Accounts Office about your account. The Student Accounts Office will not speak to anyone about an account other than the student unless they are set up as a shared user.

- 1) Login to MyLasell
- 2) Under College Resources click Pay MyBill
- 3) When on the Summary Tab click Manage Authorized User
- 4) Add the person's information
- 5) They will receive an email and will need to follow the steps to activate the account.

## Student Health Insurance

Waive the Accident & Sickness Insurance by going to [www.universityhealthplans.com](http://www.universityhealthplans.com).

anyone assisting them with their bill as shared users on their account. Shared users can access the same information the student can, they will receive billing notifications and they will be able to speak with the Student Accounts staff regarding the account. Information can only be released to shared users.

## Payment Information

There are multiple payment options. Payments may be made online via electronic check free of charge or by credit card for a fee. Payments may also be made using federal financial aid, state financial aid, private loans, a payment plan or any combination. For details view the options online at <https://www.lasell.edu/tuition-and-aid/payment-information.html>.

## Health Insurance

The State of Massachusetts requires that we provide health insurance for all students. Therefore, once per academic year, all students are charged the Accident and Sickness Insurance but those who have their own insurance policy with comparable coverage may waive this charge and enrollment. Waivers need to be done by the billing due date and can be done by going to [www.universityhealthplans.com](http://www.universityhealthplans.com).

## Tuition & Fees for 2019-2020

This is an abbreviated listing of the tuition and fees that the majority of Lasell College students are charged. For a full listing of tuition and fees that include part-time tuition, health insurance, other room and board options, commuter meal plan options and parking fees, please view our website at <https://www.lasell.edu/tuition-and-aid/tuition-and-fees.html>.

<i><b>Full-Time Resident Tuition &amp; Fees</b></i>	<b>Semester</b>	<b>Year</b>
Tuition	\$17,850	\$35,700
Comprehensive Fee	\$650	\$1,300
Room & Board Standard Double Room	\$8,000	\$16,000
<b>Total Full-Time Resident Tuition &amp; Fees</b>	<b>\$26,500</b>	<b>\$53,000</b>
<i><b>Program Major Fees</b></i>	<b>Semester</b>	<b>Year</b>
Allied Health Major Fee	\$180	\$360
Fashion Design/Production Major Fee	\$180	\$360
Graphic Design Major Fee	\$180	\$360

## Student Account with a Credit Balance

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 by email, or Federal funds exceed the cost of attendance. Excess Federal funds will be issued to the student in accordance with Federal regulations. Refunds will be issued within three weeks of the request and will be made via Direct Deposit or Prepaid/Debit card per the students' selection. For students who do not make a selection, a refund check will be mailed to the address on file. Students who request a refund 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, a balance may be due to the College. Refunds may be processed up to the point charges for the new semester have been posted to the student account. Accounts will be reviewed periodically for non-enrollment and a credit balance refund will be issued automatically. Refunds will not be issued automatically for credits under \$1.00.

To request a refund the student should email [studentaccounts@lasell.edu](mailto:studentaccounts@lasell.edu) and request the exact amount to be refunded. Please also confirm that the refund preference has been verified.

## Refund Preferences

Upon login to the Student Account Center students who have not already selected their refund preference will be prompted to do. Students are prompted to set up their preference only once and then may change it at any time. Early signup is highly recommended. Students who do not anticipate receiving a refund are still encouraged to set up the refund preference.

All students should also log into Self Service at [selfservice.lasell.edu](http://selfservice.lasell.edu) at least once each semester to verify their mailing address, name and date of birth are correct.

## 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 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 withdrawals, administrative or academic suspension.

Adjustments and refunds 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 if you have questions.

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

## Student Accounts Office Contact Information

**Email:** [studentaccounts@lasell.edu](mailto:studentaccounts@lasell.edu) ~ **Phone:** 617.243.2103 ~ **Location:** 2<sup>nd</sup> Floor of Potter House ~ **Mailing Address:** 1844 Commonwealth Ave, Newton, MA 02466

Office hours are 8:30am to 4:30 pm Monday through Friday. We are closed most Friday's during the Summer. If calling and we do not answer, please leave a message. We return all voicemail messages within 1 business day but the majority are returned the same day.

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