UNIVERSITY BILLING AND PAYMENT POLICY

The Fee bill will be based on the student's registration and will be reflected in PeopleSoft. However, the new balance due must still be paid by the tenth business day of the semester. The balance due refers to the balance that you are required to pay the University of Connecticut after all eligible financial aid has been deducted from your semester charges. Any time a change has been made to your registration, you will be notified via Law School e-mail when the change has affected your tuition and fees.

Beginning August 1, incoming students with outstanding balances on their accounts will have a "negative service indicator" or "Bursar hold" placed on their accounts. Beginning September 9, returning stu dents with outstanding balances on their accounts will also have a "bursar Hold" placed on their accounts. This hold prevents students from accessing services such as class registration, transcripts and computer or e-mail services. If the past due balance is less than $100, this hold will prevent student from obtaining official transcripts. It will not prevent students from adjusting their schedules. If the past due balance is greater than $100, this hold will prevent students from making changes to their schedules.

If you have a negative service indicator on your record, you can learn more about it by logging in to PeopleSoft Student Services Center by navigating: ***Menu> Self Service > Student Center***

Instructions for viewing your negative service indicator can be found at:
http://www.peoplesofthelp.uconn.edu/student/st22cs90.html

An account deemed uncollectible by the University may be referred to a collection agency. The University of Connecticut makes every effort to advise students in advance of their account status so that outside collection activity is kept to a minimum.

METHODS OF PAYMENT

BY MAIL:
Checks should be made payable to the University of Connecticut and must reflect the student's name and 7-digit PeopleSoft student ID number. Mail your check with the top portion of your fee bill to:

University of Connecticut School of Law
Bursars/Business Office
55 Elizabeth Street
Hartford, CT 06105-2296
Certified, registered or overnight mail is received at this address

IN PERSON:
The Law School Bursars/Business Office is located on the second floor of Chase Hall, room 202 & 201. The Office is open 8:30 a.m. – 5:00 p.m. Monday-Friday. Checks should be made payable to the University of Connecticut and must reflect the student's name and 7-digit PeopleSoft ID number. The Law School Bursars/Business Office cannot accept credit card payments.

ON-LINE:

Credit Card Payments
Credit card payments are transacted directly through the PeopleSoft Student Administration System. Students may simply login and proceed to the Student Center area of their PeopleSoft account. You must use your 7-digit PeopleSoft student administration system ID to access the Student Center.

Menu> Self Service > Student Center > Finances > Make a Payment

The university accepts MasterCard, Discover, American Express and Diners Club. A 2.5% convenience fee will apply to your transaction. This convenience fee is required to offset the considerable expense incurred by the university for offering the credit card payment option.

The university accepts credit card payments via the Internet only. Credit card payments are not taken at the cashiers windows or by telephone. **Law School staff is not authorized to accept credit card payments at the cashier's window or by telephone.** This policy applies to the Storrs and regional campuses. On-line payments may be made from any computer with an Internet connection.

PAY BY E-CHECK (ACH)
Payments by electronic check, using the e-Bill system, is the most efficient and our preferred method of payment (see above). This service is provided free of charge by the University.

E-check payments can also be transacted directly through the PeopleSoft Student Administration System. Students may simply login and proceed to ***SA Self Service > Student Center > Finances > Make a Payment*** and then click the "Pay by Electronic Check" button.

There is no cost for this service. Please follow the directions and read the terms and conditions carefully when making any electronic payment. You must use your 7-digit PeopleSoft student administration system ID to access the Student Center. To make the E-Check payment, you should have your checking or savings account information at hand so you can enter your proper bank routing number and account number.

Please be aware that E-Checks take 2 to 3 business days to clear and credit your Bursar account. Also there is a $20.00 fee assessed for any E-Check that is returned due to insufficient funds.

PAY ON-LINE THROUGH YOUR OWN BANK
If you do your banking electronically, as of June 10 you can make payments to UConn through your own bank's online bill paying system! Set up UConn the same way you would any other payee. Simply select "**UConn Fee Bill**" from your bank's list of payees. If your bank does not use a pre-defined list then carefully enter the name "UConn Fee Bill" as the payee. For the account number, carefully enter your student's **7-digit UConn ID** and use the address below.

Online bill pay is convenient, fast, secure and free at most banks. It's one more option which allows you to manage your account without having to worry about paper checks, mailing and other hassles.

UCONN Fee Bill
233 Glenbrook Road Unit 4100
Storrs, CT 06269-4100

WIRE TRANSFERS:
Funds in U.S. Dollars, can be wired to the University. Instructions for wiring payment directly to the University are available at **http://www.law.uconn.edu/bursar/business-office/payment-options**. The student's University of Connecticut 7-digit PeopleSoft ID number **must** be included for proper credit to the student's account.

INTERNATIONAL BANK DRAFTS:
The bank drafts should be payable to the University of Connecticut, paid through a major bank in the United States, U.S. Dollars. The student's name and 7-digit PeopleSoft student ID number should be typed on the face of the check to ensure proper posting.

SPONSORSHIP/THIRD – PARTY BILLING:
Students whose company or agency reimburse them directly or are contingent upon completion of class or grades are not eligible for this option. Students must submit vouchers/authorizations to the Law School Bursars/Business Office no later than the payment due date for each semester. If a voucher/authorization letter is not received, you must pay the bill in full on the due date. Students are responsible for getting required paperwork to their sponsor/company in a timely manner.

UCONN INSTALLMENT PAYMENT PLAN:
The University of Connecticut is pleased to offer an optional payment plan that lets you spread each semester's charges into four monthly payments. Best of all, your payment plan is set up quickly and easily on a self-service basis directly in

your PeopleSoft student account. The enrollment fee is $35 per semester and the plan is interest free. For those interested, **enrollment in the Fall semester begins June 25th**. Enrollment for the Spring semester begins November 25th.

Instructions for How to Enroll can be found at:
http://www.peoplesofthelp.uconn.edu/student/st41cs90.html

1) Log-in to your PeopleSoft Student Account. Navigate to ***Menu> Self Service > Student Center > Finances > UConn Payment Plan***
2) When the **Payment Plan** page displays, read the information and click the **Login to Payment Plan** link at the bottom of the page.
3) Log-in to the payment plan using your student ID and password
4) Give access to an Authorized User (parent, spouse, etc.) or enroll yourself in a plan.

Benefits:
• Students may grant payment plan access to one or more authorized users such as a parent or spouse.
• Plan budgets are tied directly to your actual university fee bill.
• Receive automatic e-mail notifications concerning changes in your fee bill and the impact on your payment plan budget.
• Payments by "e-check" are free when done inside the Payment Plan.
• More "friendly" payment schedule with the first installment not due until July 15

DEFERMENTS

Due to federal regulations the University lending institutions cannot release student loan disbursements any earlier than 13 days prior to the first day of the semester. If you have accepted your financial aid package, 'anticipated aid' should already appear on your student fee bill.

If you have not yet completed the application process, ***including the submission of your 2011-2012 acceptance form to the Student Finance Office***, your feebill charges will not be deferred. However, once this is done, the anticipated award will be used to defer payment. Deferment is only available if the student is receiving verifiable financial aid.

REQUESTING A FINANCIAL AID REFUND

Students must request a refund of their financial aid[1] provided that: 1) they are fully registered, 2) the financial aid has been PAID to the account, and 3) they have been billed. Financial aid refunds are not typically available until the beginning of any given semester when lenders actually disburse the loans.

You may apply for your balance by completing a "Student Refund Request" at: **http://www.bursar.uconn.edu/checks_refunds.html**. If you choose to request by a paper form you may submit the paperwork to the Bursars/Business Office. Any remaining balance of award checks not picked up will be mailed to your home address at the end of the semester.

TITLE IV FINANCIAL AID WAIVERS

University charges, other than tuition and fees cannot be paid automatically by Federal Title IV funds without your express authorization. This includes charges such as parking, health services or balances from previous semesters. Without a waiver, you must pay these charges even if a refund check is received. If those charges remain unpaid, a Bursar Hold may be placed on your account, restricting registration, use of athletic facilities and other services.

To avoid this inconvenience, waivers are available. These waivers authorize the UConn Bursar's Office to use Federal Title IV funds to pay any and all charges that may appear on your fee bill. Log on to your account, and from the HOME page, navigate to:

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1 *Expect to receive half of your financial aid in the fall semester and the other half of your aid in the spring semester. Students attending only one semester will receive the second half of any student loans halfway through the semester.*

Instructions on How to Process a Title IV Waiver can be found at:
http://www.peoplesofthelp.uconn.edu/student/st37cs90.html

CHECKS ISSUED IN ERROR

In the event that the Bursar's Office issues you a check in error, the University reserves the right to reclaim such funds.

SPECIAL RULES AND EXCEPTIONS

All refunds based on personal check payments will be held for 30 days, unless proof of the check clearing (e.g., bank statement) is provided

- Enrollment status *must* match financial aid packaging status (e.g., full-time, part-time, etc.) and the fee bill
- Payments made by credit card will be refunded to your credit card account
- Check requests require three (3) days to process from the time the request is received by the Bursar's office. Occasionally this time frame may be longer due to the number of requests.

OTHER IMPORTANT POLICIES

Financial Aid will be applied to fees on the first day of classes. This is only for students whose financial aid has come in prior to the first day of classes. Disbursements continue throughout the semester as aid becomes available.

You should be prepared to purchase your required books and pay for out of pocket expenses for the first few weeks of the semester.

Some scholarships, alternative loans and other miscellaneous financial aid come to us in the form of "paper checks" that must be endorsed by the student before we can apply the aid to the account. Students should check their on-line account to ensure all expected aid has been applied.

REMEMBER: You, the student are responsible for knowing that you are registered for classes, paying your bills in a timely fashion, and knowing and following the correct procedures for withdrawing from classes.

REFUND POLICY

The Law School policies which allow a student to drop courses without academic penalty differ from the policies that allow students to drop without financial penalty. Students who are considering dropping credits for either full refund purposes or for adding/substituting alternative courses, including special research projects, are reminded that the course must be dropped before the close of the Add Period. Credits dropped after the close of the Add Period will be added to the final semester credit load for billing purposes.

Permission from the Petitions Committee or the Dean to qualify a student to drop a course after the close of the add period does not also qualify a student for a refund of tuition and fees.

First year day division students take Moot Court in January following their first semester. The charge for January Moot Court is included in the spring semester bill. If illness, disability or other serious situation causes a student to request permission to drop Moot Court in January, the student must receive approval from the Faculty Petitions committee to take Moot Court in June following their second semester. Students will be charged an additional three-credit course fee for completion of the course in June. If a student withdraws from the School of Law during Moot Court or immediately following the completion of Moot Court, the student's spring financial aid will be cancelled and the student will be charged for Moot Court taken during January.

Second semester will be divided into two sessions for 1LD's. The first session will consist of Moot Court, this will not be considered an intersession in terms of the University system. Moot Court will follow a June term-like refund schedule to be printed in the handbook as "Moot Court Refund Schedule." The first day of classes for statutory regulatory and upper class courses will be the official start to the semester and thus will follow the typical semester refund schedule. Student's who go on a leave of absence/withdraw before the start of the official start to the semester will have all financial aid canceled for the upcoming semester and will be responsible for all charges (minus refund, if applicable) incurred from taking Moot Court.

All official withdrawals must be approved by the Dean's Office. Students should consult the *Bursar's Office web page* on the law school website: **http://www.law.uconn.edu/bursar/** , for policies and other school information. In certain other instances, including illness, adjustments to the following schedule can be made at the discretion of the Dean's Office.

When notice of cancellation is received through the first day of classes of a semester, full refund (less the nonrefundable acceptance fee and student activity fee) is made if fees have been paid in full. After the first day of classes, withdrawal adjustments are made only on refundable fees according to the following schedule:

(a) Remainder of the first calendar week	90%
(b) 2nd week	60%
(c) 3rd and 4th week	50%
(d) 5th week through the 8th week	25%

Calendar weeks run Monday through Sunday; whatever day of the week on which the semester begins, the following Sunday ends the first calendar week. In addition, there is a federal pro-rata policy in effect for those students leaving the University who have accepted Title IV funds (Federal Stafford Loans). This federal requirement determines the amount of federal funds that a student is entitled to by calculating the number of days attended divided by the number of days in the semester. This percentage times the TOTAL amount of Stafford Loans remains credited to the student's account. The amount the student is not entitled to, is returned to the lender. This is required regardless of other grants or scholarships that have been awarded and used to pay for tuition and fees. Students who owe a balance to the school are billed after monies have been returned to the lender. Any grants and scholarships will remain credited to the student's account. Also, any applicable refund described above will be credited before the balance due is determined.

Keep your refund and permanent addresses current in the PeopleSoft system. This will ensure you receive your deposit account and bookstore refunds, and all other pertinent information without delay. These refunds are done twice a year in April and October. Deposit account refunds will be less any outstanding charges.

HOUSING

The Law School does not maintain student housing in the Greater Hartford area, but the Office of the Dean maintains a listing of available rentals in the area. There are a variety of living accommodations within a reasonable distance from the School. Students find a choice of rural, suburban or urban living in all price ranges. The list is compiled from the information provided by area residents. The School does not view the rentals nor screen, interview or approve the landlords. The listing can be found on the law school web site: **http://www.law.uconn.edu/students/housing/**

HEALTH PLANS

The University of Connecticut requires all law students to maintain health insurance coverage. There are several ways to satisfy this requirement.

- Purchase a policy through an independent broker of your choice.

- Maintain coverage under an existing policy, such as one provided by a parent or spouse.

- Select automatic enrollment in the University Sponsored **Student Accident and Sickness Insurance Plan for the University of Connecticut Regional Campuses.** This plan will be fully compliant with all federal regulations. It will offer unlimited care (no maximum benefits for either medical services or prescriptions) and does not have a pre-existing condition clause. Routine medical care will also be covered.

  To enroll in the University-sponsored plan, no further action is necessary if you are registered for at least six credits. Enrollment will be automatic and the premium will be added to the fee bill of all students registered for six credits or more. Students registered for less than six credits wishing to enroll are directed to contact the Bailey Insurance Agencies at 1-800-321-4449.

- **Enroll in the Point of Enrollment(POE) or Point of Service (POS) plan negotiated by the Uconn Health Center**. The 2011/12 enrollment period for Law School students is July 15 to August 15 for coverage effective on September 1, 2011 through August 31, 2012.

If you are covered by your private health insurance (or spouse's) and a student health insurance charge appears on your student fee bill, an on-line waiver must be completed in order to avoid having the University's insurance charge added to your fee bill. The waiver enables you to decline (waive out of) the plan sponsored by the University because you are covered under another plan providing equal or better coverage. The on-line waiver is only available for use until September 15, 2011. After that date, you will be charged for the plan.

In order to complete the waiver process, you must use your seven-digit PeopleSoft student administration system ID to access your Student Center. This ID number can be found at the top left corner of your Student Fee Bill. Log on to your account, and from the HOME page, navigate to:

Menu> Self Service > Student Center > Finances > Student Permissions > Health Insurance Waiver.

Detailed information regarding accessing the Health Insurance Waiver.

Students who fail to provide proof of coverage via a waiver will be enrolled automatically in the University sponsored plan and will be charged a premium on their student fee bills.

Representatives from Anthem Blue Cross and Blue Shield and CIGNA Health Care will be on campus on during orientation to answer questions about the plans and assist you in completion of enrollment paperwork. Specific times and locations for the workshop will be posted. Information on the plans can be found at:

WEBSITE FOR CIGNA	**www.cigna.com/**
WEBSITE for ANTHEM	**www.anthem.com/statect**

All non-immigrant international students will be required, at the time of registration, to show evidence of adequate insurance coverage for basic medical, major medical, and repatriation expenses. This requirement is a condition of admission and registration. International students should consult the Division of International Affairs, Department of International Services and Programs, regarding compliance with this requirement and assistance in enrolling in an approved insurance program, if necessary.

In recent years, college campuses have been especially hard hit with the outbreaks of Meningococcal disease. Meningococcal disease is rare but serious bacterial infection (not to be confused with a viral infection that can cause meningitis). Serogroup *CN meningitidis* is currently the most common cause of Meningococcal outbreaks in the United States. Student Health Services at the main campus in Storrs provides information about this disease so students can learn how to reduce the risk of exposure. Please go to **the American College Health Association website** or **http://www.cdc.gov/meningitis/about/faq.html**

PARKING

The fee for the parking decal is paid by those wishing to use the very limited University parking facilities without risk of receiving a ticket. The decal does not guarantee the registrant a reserved space, but only the opportunity to park in specified areas. The fee is for the entire year (Sept- Aug). Students wishing to purchase decals should complete & submit an on-line *Student Vehicle Registration form* found at: **http://www.law.uconn.edu/node/1123** Parking registration decals will be available for pickup in September at the Law School Bursars/Business Office, Chase Hall room 202. Students who do not plan to use the parking facilities should notify the Law School Business and request that this charge be deleted from their fee bills.