

University of Connecticut School of Law

Law Student Information

Bursar's Guide

Law School Bursars/Business Office

Cheryl A. Chase Hall

Room 202

Phone: (860) 570-5139 or (860) 570-5140

Fax: (860) 570-5466

Monday – Friday, 8:30 am – 5:00 pm

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Student Account Information

- When you enroll at the University of Connecticut, you agree to pay all charges on your account when due.
- Students will receive an e-mail notification instructing them how to view their e-bill.
- Up-to-date account information is available to students 24/7 through their Student Administration account.
- Students may fill out an online FERPA waiver to permit designated people to discuss their account information with our staff. The student decides what kind of information is to be disclosed and assigns them a four digit access code.

Important Reminders

- The University of Connecticut does not send paper bills
- Tuition is billed separately for Fall and Spring
- Bills are due August 1 and January 8th
- Your fee bill is driven by your registration. If your registration is not complete for the term at the time of billing, you will only receive a bill for the number credits you are registered for at the time of billing. However, if you add/drop, the amount due on your account will be automatically adjusted accordingly.
- If anyone other than the student is responsible for paying the fees, he or she needs to be set up with guest access by the student to allow them to view and pay the bill

What is on the Bill?

Mandatory Fees

- Tuition
- University Fee
- Infrastructure Fee
- Activity Fee
- Technology Fee

Go to <http://www.law.uconn.edu/bursars/business-office/explanation-tuition-fees> for fees and fee descriptions.

Waivable Fees

Student Health Insurance

Offered by Aetna Student Health

Can be waived if student has comparable coverage

www.peoplesofthelp.uconn.edu/student/st34cs90.html

Parking Fee

A parking fee is charged to those students wishing to use the very limited University parking facilities without risk of receiving a ticket. This fee is payable with all other fees prior to the beginning of the fall semester. To either register a vehicle or waive the fee: <http://www.law.uconn.edu/node/1123>

Money-Saving Tips

Avoid unnecessary fees

- Return library books on time
- Park only in designated areas
- Pay fee bills by due dates
- Pay online by E-check
- Keep in mind the university's withdrawal adjustment schedule -this information is available at <http://www.law.uconn.edu/bursars/business-office/refund-policy>



Financial Aid Disbursement Process

Financial Aid Office

- Transmits award information to the Bursar's Office

Bursar's Office

- Applies aid to the student accounts

Bursar's Office

- Refunds Title IV funds to student if balance remaining after bill is paid in full. Refunds will be made starting the first day of classes.

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.

Title IV Financial Aid Waivers

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:

Menu > Self Service > Student Center > Student Permissions > Title IV Financial Aid Waiver

What is “Anticipated” Aid?

- Anticipated financial aid/scholarship amounts that have not actually “disbursed” to the student’s account.
- The student is responsible for reviewing charges and monitoring disbursements of anticipated financial aid. Disbursement delays could be the result of an incomplete application, enrollment status or timing.

Payment Options

Online –recommended for faster account crediting. Electronic checks are free. Credit cards payments are accepted online. We accept MasterCard, Discover, American Express and Diners Club. A 2.5% convenience fee will apply to each transaction.

By Mail –Mail checks to UConn School of Law, 55 Elizabeth Street, Hartford, CT 06105. Checks will be scanned and converted to electronic payments. Include student's ID number on check to ensure proper posting.

Payment Options

Paying 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

Payment Options

- **In Person at Cheryl A. Chase Hall**—cash or check payments are welcome at the Bursars/Business office, room 202.
- **Wire Transfer** —instructions can be found at:
www.bursar.uconn.edu.
- **Payment Plan** —fall enrollment begins approximately June 25th and spring enrollment begins approximately November 25th. The enrollment period ends on the 10th day of each semester. The plan is interest free; however there is an enrollment fee of \$35.00 per semester. The first installment is due on July 15th with the remaining three payments due on the 15th of the following three months.

Payment Options

• **Private Scholarships** - report all private donor awards to the financial aid office and mail checks to our office. Endorse co-payable checks and write your student id number on the check. Please include a copy of the award letter. Awards that are designated for the school year must be split applying half of the award to each semester.

• **Third-Party Billing**- the student must provide our office the billing authorization that includes the name and address of the organization, what costs will be covered, dollar amount and the semester the payment will cover. We will then defer that amount for 90 days. The student should pay any remaining balance by the due date. If for any reason the third party does not pay, the student will be responsible for the charges.

Late Payments Have Consequences

- A **hold** is placed on the account which prevents you from adding or dropping classes, obtaining your transcript and denies access to some university services.
- An **accumulating late payment fee of \$5 per day**, for a period not to exceed an additional 20 business days, is payable by all law students whose tuition and fees are not paid in full on or before the respective semester's payment deadline, or if the student has not signed up for the payment plan online.

Refunds

- Refund checks are disbursed starting the first day of classes for each semester.
- Refund checks based on federal financial aid will be written automatically. All other refunds must be requested. You will receive a confirmation e-mail after the request and when the check has been written.
- A student's Title IV Federal Aid will automatically pay only their current mandatory institutional charges.
- Checks not picked up within 21 days will be mailed to your home address.

Refunds

Students can authorize that their Title IV aid pay their current year non-institutional charges and prior year non-institutional charges. The Title IV waiver is located under “*student permissions in PeopleSoft*”.

Excess aid is refunded directly to the student.



Health Insurance

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

1. Purchase a policy through an independent broker of your choice.
2. Maintain coverage under an existing policy, such as one provided by a parent or spouse.
3. Select automatic enrollment in the **University Sponsored Student Accident and Sickness Insurance Plan for the University of Connecticut Regional Campuses.**

Health Insurance

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

The 2011-2012 brochures will be available in June and will contain significant plan changes to the 2010-2011 benefits. The new plan will be fully compliant with recent federal regulation mandates and will offer unlimited care (no max benefits for either medical services or prescriptions) and does not have a pre-existing condition clause.

Health Insurance

- 4. 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.**

Health Insurance

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.

In order to complete the waiver process, you must use your seven-digit PeopleSoft student administration system ID to access your Student Center.

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

Statement of Student Responsibility

Your education is important and represents a large investment of time and money. In order to attend the University of Connecticut, students who register:

- Assume responsibility for tuition and fees generated from that registration. Even if a parent, family member or third party pays the bills, the student is responsible to know the details of the financial obligations incurred and to ensure full compliance with those obligations.
- Assume responsibility of full payment of all miscellaneous charges, if applicable.

Statement of Student Responsibility

- Maintain an accurate and current mailing address for any University mailings. Check your email on a frequent basis. Failure to receive a bill, acknowledge email and review the e-bill online does not relieve responsibility of timely payments.
- Understand that student account information can only be released by the student. It is the student's responsibility to notify his or her parents of an account balance or set up guest access through the bursar website.

Statement of Student Responsibility

- Understand that if financial aid is not received by the University or eligibility is lost for the semester, the student is responsible for paying all student obligations.
- Understand that in the event of a returned check, a \$25.00 returned check fee will be charged to the student account. The student is responsible for all dishonored checks presented on their behalf.