As students prepare for the Fall 2017 semester, Student Accounts strives to give information regarding financial policies and procedures related to upcoming payment obligations.

Payment of Invoice
The payment deadline for Fall semester 2017 charges is August 31, 2017. If a student anticipates a problem meeting the payment deadline, please contact the Office of Student Accounts prior to August 31, 2017. It is Vanderbilt University’s objective to reduce financial risk to both the student and the University; therefore, unless the student’s account is paid by August 31, 2017, a 1.5% late fee (minimum $5) will be charged to the student account balance. Vanderbilt Card funds and YES access may not be available and he/she will not be allowed to register for classes. If the student will not be enrolling for the Fall semester, please notify the Dean of that school as soon as possible. In early August, students will receive an electronic bill notification at his/her Vanderbilt e-mail address reflecting Fall 2017 semester charges due, including anticipated financial aid awards.

E-Bills
E-Bill is an online presentation of a student's Vanderbilt Student Account bill that uses a web-based presentation from Higher One to provide secure access to student financial records. Online account access offers a secure way to view bills, make payments and review e-bill information. Students may access his/her online invoices from his/her YES landing page at http://yes.vanderbilt.edu. Once a student has signed in to YES, invoices may be viewed under the Billing Portal link.

To view Higher One e-bill:
- Log in to the YES landing page
- Select “Billing Portal”

Information about the online Billing and Payment systems can be found at www.vanderbilt.edu/stuaccts/
Remittance Information

All checks should be made payable to Vanderbilt University. Please include student’s full name and Commodore ID number or the last four digits of his/her social security number on all remittances.

Payment online: Payment may be made online by going to the Student Account website: www.vanderbilt.edu/stuaccts. Payment may be made using Visa, MasterCard, American Express or Discover. There is a 2.65% processing fee for credit card transactions and a $1.00 service fee for checking/savings account transactions.

Payment by mail: Enclose check and payment coupon. Coupon may be printed for mailing payments at the top of the invoice. Please allow seven business days for mail processing in order for payments to reach Vanderbilt University by August 31, 2017.

Payment in person: Payment may be made in person at the University Cashier’s Office, Baker Building, 110 21st Avenue South, Suite 100.

529 Plans

Students must contact his/her State 529 Plan to inform them that he/she student will be attending Vanderbilt University. Please provide to your state 529 plan the Vanderbilt contact information: Office of Student Accounts, 110 21st Ave. S., Suite 100, Nashville, TN 37203; 615-322-6694 or 1-800-288-1144; email student.accounts@vanderbilt.edu.

There has been a change in Federal law governing how State Prepaid Tuition Plans affect other types of financial aid. The funds disbursed in a given year will no longer be a part of a student’s financial aid award, but instead the overall value of the prepaid account will be included as a parent asset on the FAFSA application. Therefore, the Office of Student Financial Aid no longer will be including this information on the financial aid award letter. However, in order for state agencies to send their information/payment to Vanderbilt in a student’s behalf, he/she will need to contact the Office of Student Accounts and provide the necessary information to them. Please refer to the Third Party Billing section in this newsletter for further information.

Guarantor Authorization and Debt Repayment Agreement

A Guarantor Authorization and Debt Repayment Agreement allows Vanderbilt University to release pertinent financial information to the guarantor(s) listed on the form (usually the parents). Without proper signatures, no financial information can be disclosed to anyone other than the student. The form can be found on our website at https://finance.vanderbilt.edu/stuaccts/documents/Guarantor_Authorization_and_Agreement_Form.pdf.
Health Insurance

All new undergraduate students who are registered in for 4 or more credit hours are required to have adequate health insurance. For this reason, the University will include the student insurance charge on your tuition invoice.

If you have other insurance comparable to the University’s plan and do not wish to participate in the Vanderbilt Student Injury and Sickness Insurance Plan, you must complete an Online Waiver Form (https://www.gallagherstudent.com/vanderbilt) indicating your other insurance information. This Online Waiver Form will be available on May 1 and must be submitted no later than August 1, 2017, or you will be automatically enrolled in the Plan offered by the University and will be responsible for paying the insurance premium. The Online Waiver process is the only accepted process for waiving coverage.

International Student Health Insurance

All newly enrolled international students and eligible dependents residing in the U.S. are required to purchase the University International Student Injury and Sickness Insurance Plan unless, in the judgment of the University, comparable coverage is provided from another U.S.-based insurance carrier.

If a student wishes to obtain a waiver of the Vanderbilt Policy, he/she must contact the on-campus insurance representative in Student Health Services at 615-343-4688 every year. The same procedure applies to students’ dependents.

Third Party Billing

If a third party (i.e., outside scholarships, sponsors) will pay all or part of a student’s tuition and fees, and the third party requires a bill to be mailed directly from the Office of Student Accounts, a written authorization request and a Financial Information Form must be received in the Office of Student Accounts (110 21st Avenue South, Suite 100, Nashville, Tennessee, 37203) from the third party thirty (30) days prior to the beginning of classes.

This authorization form may be found at http://www.vanderbilt.edu/stuaccts/undergraduate/forms.php and must include the organization’s name and address, the student’s name and Account ID number, the amount that will be paid, and the name and telephone number of a contact person.
Financial Aid
Using the student’s VUNetID and EPassword, a student may view his/her financial aid information online at http://www.vanderbilt.edu/financialaid/you.php. Students receiving financial aid may need to make adjustments to the invoice if the actual financial aid award has changed since the date of the invoice. If the award was made after the December 1 invoice date, please contact the Office of Student Accounts to obtain financial clearance to attend classes.

If Fall semester financial aid has not been credited or is not reflected as anticipated financial aid on the invoice please contact the Office of Student Financial Aid at 615-322-3591 or 800-288-0204.

Financial Aid will not credit to an account until the student has completed the verification process, any applicable promissory note(s), and required loan paperwork.

Outside Scholarships
If a student will be receiving a scholarship from a source other than the University, please complete the Outside Scholarship Notification form http://www.vanderbilt.edu/financialaid/docs/outside.pdf and return it to the Office of Student Financial Aid (2309 West End Avenue, Nashville, Tennessee 37203-1725) no later than July 15, 2017. Please do not include State Prepaid Plans, National Merit, VU Merit, or ROTC scholarships on this form. Please attach a copy of the outside scholarship award notice the student received from the donor(s). Please inform the scholarship donor(s) that checks should be made payable to Vanderbilt University and mailed directly to the Office of Student Financial Aid (2309 West End Avenue, Nashville, TN 37203-1725). This check should identify the student as the recipient of the funds. If student receives a scholarship check at home, endorse it “for deposit only to Vanderbilt University,” include his/her Commodore ID number and send it to the Office of Student Financial Aid (2309 West End Avenue, Nashville, TN 37203-1725).

Entrance Counseling
Entrance Counseling is required for all new freshman and transfer students borrowing through the Federal Direct Subsidized/Unsubsidized Loan program. Students may complete this requirement by going online at the following website: https://studentloans.gov. Once the counseling session has been successfully completed, confirmation will be sent directly to the Office of Student Financial Aid.

Federal Loans
Federal Direct Subsidized/Unsubsidized Loans: If a student is eligible for a Federal Direct Loan, his/her application will not be certified by the Office of Student Financial Aid until he/she has completed the verification process and completed an online master promissory note. The estimated amount of the Fall semester loan (minus fees) will be reflected on his/her August invoice.

Federal Direct PLUS Loans: If a Parent Loan for Undergraduate Students (PLUS) is reflected on a student’s award letter and has not been denied, the estimated amount of the Fall semester loan (minus fees) will be reflected on student’s August invoice. Direct PLUS Loan applications will not be certified with the Department of Education until the student has completed the verification process (if applicable) and completed an online master promissory note and PLUS request process.

Federal Perkins Loans: If the student is eligible for a Federal Perkins Loan and has been awarded these funds, he/she should have completed an online master promissory note and related documents. The student must complete all online documents before these loan funds can be disbursed to his/her student account.

Work Study
The amount awarded for Federal Work-Study employment will not appear on a student’s invoice as a credit because these funds will be paid directly to the student as he/she earns them.
Refunds

Under state and federal regulations, educational expenses such as tuition and fees are to be paid prior to the release of any credit refund from loan proceeds. Therefore, if there is a balance due on a student account, all loan proceeds must be credited to the account.

The Undergraduate refund process is automated. Students do not need to complete a Refund Request Form unless the student has opted to have credit retained in his/her student account. Students must be officially enrolled in courses and have a refundable credit balance after tuition and fees have processed. Charges that apply after a refund has processed will need to be paid on or before the next invoice deadline to avoid late payment fees.

Refunds will begin processing after September 6, if the student has a refundable balance. Refunds will be done by EFT deposit, if applicable or a paper check will be mailed. The check mailing process sorts first to campus address; then mailing address; then home address. PLEASE MAKE SURE YOUR ADDRESS IS ACCURATE. No refund checks may be held for pick-up.

To add an “Other Payer”

- Log into your Yes Landing Page, and click “Billing Portal.”
- On your Account Page, click ”Add New” in the Other Payers section.
- Enter the information that is requested, and click “OK”. (You must enter the username that your additional payer will use. The username and temporary password will be sent to your additional payer via e-mail.

Direct Deposit of Student Refunds

Vanderbilt University now offers a distribution method other than paper check to refund credit balances from your student account. If you would like to take advantage of this new feature, simply log into YES and click the Direct Deposit Icon to securely enter your account information.
### Other Important Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Help Line</td>
<td>877-887-2736</td>
</tr>
<tr>
<td>University Registrar’s Office</td>
<td>615-322-7701</td>
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<tr>
<td>Commodore Card Office</td>
<td>800-632-0998</td>
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<tr>
<td></td>
<td>615-322-2273</td>
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<td>Dining</td>
<td>615-322-2999</td>
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<td>Housing &amp; Resident. Edu.</td>
<td>615-322-2591</td>
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<tr>
<td>Information Technology Svcs</td>
<td>800-735-9173</td>
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<td>615-343-2100</td>
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<td>Traffic &amp; Parking</td>
<td>615-322-2554</td>
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<tr>
<td>Financial Aid</td>
<td>800-288-0204</td>
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<td>615-322-3591</td>
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