

# VANDERBILT UNIVERSITY

## OFFICE OF STUDENT ACCOUNTS



110 21<sup>st</sup> Ave South, Suite 100, Nashville TN 37203  
Web: [www.vanderbilt.edu/stuaccts](http://www.vanderbilt.edu/stuaccts)  
Email: [student.accounts@vanderbilt.edu](mailto:student.accounts@vanderbilt.edu)

Office Hours M-F 8 a.m. - 4:30 p.m. CST  
615-322-6693; toll-free 800-288-1144

**As students prepare for the Spring 2018 semester, Student Accounts strives to give information regarding financial policies and procedures related to upcoming payment obligations.**

## Payment of Invoice

The payment deadline for Spring semester 2018 charges is **January 2, 2018 (excluding Owen Executive MBA students)**. 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 **January 2, 2018**, 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 spring semester, please notify the Dean of that school as soon as possible. In early December,

## 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](http://www.vanderbilt.edu/stuaccts)

### INSIDE THIS ISSUE

Payment of Invoice	1
E-Bills	1
Remittance Information	2
Guarantor Authorization and Debt Repayment Agreement	2
Health Insurance/Waiving Health Insurance	3
International Student Health Insurance	3
Third Party Billing	4
Graduate Awards	4
Refunds	4
Taxpayer Relief Act & Timing of Payments	5
Inviting Other Payer for E-bill	5

students will receive an electronic bill notification at his/her Vanderbilt e-mail address reflecting Spring 2018 semester charges due, including anticipated financial aid awards.

*The student is financially responsible for his/her student account per the Family Educational Rights and Privacy Act (FERPA). However, students may give parents and others online access to their accounts. It is the responsibility of the student to check for the latest e-bill and ensure that it is paid on or before the due date(s).*

Only students may grant online account access to parents, guardians/other payers. Billing notices will be e-mailed to the student's Vanderbilt email address and to other payers who have been and have enrolled for online billing by their student. Payments may be made electronically or a payment coupon may be printed for mailing payments. When an electronic payment is made, a confirmation e-mail will be sent. It remains the responsibility of the student to ensure that bills are paid on or before the due date.

For instructions on how to add a parent/another payer, please find information on page 5 of this newsletter.

## 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](http://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 **January 2, 2018**.

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



Overnight Payment Delivery: Send payment to Vanderbilt University, Office of Student Accounts, 110 21st Avenue South, Suite 100, Nashville, TN 37203.

Monthly Payment Plan: The Vandy Plan, a monthly payment plan administered by our partner Higher One, offers an interest-free 5-month payment plan. The first Spring 2018 payment is due to Higher One October 15 and all applicants must be enrolled by January 31. The current estimated charges are available on our website to assist in determining expenses at [www.vanderbilt.edu/stuaccts](http://www.vanderbilt.edu/stuaccts).

## Guarantor Authorization and Debt Repayment Agreement

This document is used to add a guarantor(s) to an individual student account and is required in order to disclose any financial information 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](https://finance.vanderbilt.edu/stuaccts/documents/Guarantor_Authorization_and_Agreement_Form.pdf).

## Health Insurance

All graduate/professional students (except Owen Executive MBA & MMHC students) registered in degree programs of four or more credit hours, or who are actively enrolled in research courses that are designated as full-time enrollment, are required to be covered by health insurance. Students may be covered by the Vanderbilt Student Injury and Sickness Insurance Plan or by a policy of the student's choice that provides comparable coverage.

*For new students enrolling in the Spring, the waiver deadline is January 2, 2018*

*Your student account will be automatically billed an insurance fee of \$1995.00 for the Vanderbilt policy. If you already have comparable health coverage for the coming semester, you may request a waiver by going to [www.gallagherkoster.com/vanderbilt](http://www.gallagherkoster.com/vanderbilt). This Online Waiver form will be available December 1<sup>st</sup> and must be submitted no later than January 2, 2018. You will receive a confirmation e-mail upon submitting the online waiver form. Please print and retain this confirmation number as it is your only documentation that the form was successfully submitted. If your waiver is approved, the fee for Vanderbilt's insurance program will be deleted from your student account. The Online Waiver process is the only accepted process for waiving coverage.*

### To waive the Student Injury and Sickness Plan for the 2017-2018 Policy Year

- Find the insurance waiver online at [www.gallagherkoster.com/vanderbilt](http://www.gallagherkoster.com/vanderbilt)

#### Log-In Process

- All students will log in using his/her Vanderbilt University e-mail address as the user ID and his/her Commodore ID number as the password.
- Students may locate his/her Commodore ID on the Student Account invoice or at <http://yes.vanderbilt.edu> or by calling Gallagher Koster.
- Click on the "Student Waive" to access the 2017-18 Vanderbilt University Graduate/Professional Spring Waiver form.
- Complete the Spring Waiver form (have current health insurance ID card ready as this information will be needed to complete the form to waive the insurance).
- A confirmation number is generated immediately to confirm the submission. Print and retain this confirmation number as it is the only documentation that the form was successfully submitted.
- If a student does not receive a confirmation number, please check the form for errors and resubmit the form.
- Waiver forms will be audited to ensure your current insurance plan is comparable. You will subsequently receive notification of the approval or denial.

The charge for the insurance premium will be removed from his/her student account invoice within 2-3 weeks.

## International Student Health Insurance

All newly enrolled international students and his/her 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/graduate/forms.php> and must include the organization's name and address, the student's name and Commodore ID number, the amount that will be paid, and the name and telephone number of a contact person.

## Graduate Awards

If a student is enrolled for courses, his/her December e-bill should reflect any applicable Graduate departmental awards. However, in the event that a student's award is not reflected, please deduct the amount of the award and submit any out-of-pocket expense by the January 2, 2018, payment due date.

University Tuition Scholarships are service-free awards that pay all or part of tuition costs. The following graduate awards are normally supplemented by a full University Tuition Scholarship, which usually includes student health insurance coverage: University Fellowships, Graduate Teaching Assistantships, Graduate Research Assistantships, Traineeships, and Teacher Training Awards.

## 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's account, all loan proceeds must be credited to the account before a refund will be granted.

The Graduate and Professional 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.

If enrolled, **Divinity, Engineering Professional, Graduate School, Law School, Owen, Peabody and MEDM** student refund checks will process automatically beginning Monday, January 8, 2018. An EFT deposit or check will process the next business day.

If enrolled, **Nursing, MEDD** student refund checks will process automatically beginning Wednesday, January 3, 2018.

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.**

### 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.

## Taxpayer Relief Act and Timing of Payments

The Hope and Lifetime Learning Tax credits approved by Congress may help in reducing your 2017 tax liability if you qualify.

Although Vanderbilt does not provide tax counseling, we would like to advise you that the tuition payment date can make a difference as to WHEN the tax credit can be taken.

*Tax credit may be  
Used only within  
The year the  
Payment is made*

For example, Spring 2018 tuition charges are due January 2, 2018. If you pay for these charges in December 2017, you may only take the tax credit in the 2017 tax year. Likewise, if the charges are paid in January 2018, the tax credit may only be used in the 2018 tax year.

Based on these IRS stipulations, we urge you to plan the timing of your payment carefully.

### *To add an "Other Payer"*

- *Log into your Yes Landing Page, and click "Billing Portal"*
- *Choose "Enter your Vandy Plan Portal" (Please understand this is to add other payers for the e-bill and payment portals also, not just for the Vandy Plan).*
- *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.*

### **Other Important Telephone Numbers**

Parent Help Line	877-887-2736
University Registrar's Office	615-322-7701
Commodore Card Office	800-632-0998 615-322-2273
Dining	615-322-2999
Housing & Resident. Edu.	615-322-2591
Information Technology Svcs	800-735-9173 615-343-2100
Traffic & Parking	615-322-2554
Financial Aid	800-288-0204 615-322-3591