VANDERBILT UNIVERSITY
OFFICE OF STUDENT ACCOUNTS

Undergraduate
Spring 2018 Newsletter

110 21st Ave South, Suite 100, Nashville TN 37203
Web: www.vanderbilt.edu/stuaccts
Email: 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.

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Payment of Invoice

The payment deadline for Spring semester 2018 charges is **January 2, 2018**. 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, 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.

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/

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. 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 on 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 .

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

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.

Health Insurance

(For new spring semester arrivals only)
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 and do not wish to participate in the Student Injury and Sickness Insurance Plan offered through the University, you must complete an Online Waiver Form (http://www.gallagherkoster.com/vanderbilt) indicating your other insurance information. This Online Waiver Form will be available December 1 and must be submitted no later than January 2, 2018, or you will be automatically enrolled in the Plan offered by the University and will be responsible for paying the insurance premium of $1,198. 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.

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

- Find the insurance waiver online at 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 Undergraduate 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.

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 spring 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 **December 4, 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 spring semester loan (minus fees) will be reflected on his/her December 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 spring semester loan (minus fees) will be reflected on student's December 1 invoices. 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 **January 22**, 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.**

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.

To add an "Other Payer"

- *Log into your Yes Landing Page, and click "**Billing Portal**"*
- Choose "Enter your "Billing Portal".
- *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.*

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

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