

Fee Payment & Final Registration Spring 2009

University of Virginia

Student Financial Services

www.virginia.edu/studentaccounts

www.virginia.edu/financialaid

Tuition Bills

Your University of Virginia Billing Statement is available on-line through QuikPay@UVA!

YOU WILL NOT RECEIVE A PAPER BILL

All bills from Student Financial Services will be processed electronically through our on-line billing and payment system, QuikPay@UVA.

- Students will receive notification that a bill is available by e-mail.
- Parents may be set up as Authorized Payers and receive an e-mail notification too!

TO ACCESS YOUR BILLS

NEW STUDENTS (Undergraduate, Graduate, and Professional Schools) AND

ALL STUDENTS WHO HAVE NOT PREVIOUSLY
ACCESSED ISIS ON-LINE

ACTIVATE YOUR virginia.edu E-MAIL ACCOUNT

- Go to <http://www.itc.virginia.edu/students/accounts/> to set up your computing ID as well as create an email account for you on the Central Mail Service.
- YOU MUST activate your UVA virginia.edu e-mail account in order to receive notifications of your bills.
- If you wish to forward this e-mail to another account, you may do so, but you MUST have an active virginia.edu account. (Note: this includes Darden students who will also have a darden.virginia.edu e-mail address)

ACCESS ISIS ON-LINE

- Go to the internet browser on your computer (i.e. Internet Explorer, Firefox)

- **DISABLE YOUR POP UP BLOCKERS!** (see instructions at the end of this section for disabling Pop Up Blockers)
- Got to www.virginia.edu/registrar
- Click on the ISIS icon
- Select the **By University ID** or **By ISIS ID (SSN)** button
- Enter the ID number associated with the type you selected
- Do not enter any information in the password field
- Click on First Time User
- Set up your temporary password
- You will receive an e-mail in your virginia.edu email account with further instructions.

ALL STUDENTS

Students must access their UVA Billing Statement (tuition and fees, room, meal plan, telecommunications, bookstore, and other miscellaneous charges) on-line through their ISIS account. Follow these steps to get into the system:

ACCESS QuikPay@UVA

- From your computer, access your Internet Browser (Internet Explorer and Firefox are preferred).
- **TURN OFF ALL POP UP BLOCKERS!** This is a critical step, because if you don't turn off your Pop Up Blockers, you won't be able to get into QuikPay@UVA. (see instructions for turning off Pop Up Blockers at the end of this section)
- **Log into ISIS on-line.**
- At the bottom left hand of the screen under the section called Financial Services is a link to QuikPay@UVA. Click on that link. If you have turned off your Pop Up Blockers, you will automatically be logged into QuikPay @UVA.

STUDENTS MAY CHOOSE TO SET UP PARENTS OR OTHER PARTIES AS AUTHORIZED PAYERS TO ALLOW ACCESS TO THE SYSTEM.

When you are in QuikPay@UVA, click on the link called Authorize Payer to enter the information. You will be required to provide a login ID, parent e-mail address, and temporary password when creating your Authorized Payer(s). Authorized Payers will receive e-mail notification when a billing is posted and will be able to view the student's bill on line, and may also choose to pay electronically. The QuikPay@UVA link, after the student has set up an authorized payer, will be available on our student accounts web site at: <http://www.virginia.edu/studentaccounts/quikpay.html>.

PARENTS

When your student sets you up as an Authorized Payer, they will assign you a login ID and a temporary password, which they must give you. When you get your first e-mail and log into QuikPay@UVA, the system requires that you immediately change your password. This has caused some confusion, so if

you have any problems logging in, please feel free to contact our office.

TO TURN OFF POP UP BLOCKERS

Internet Explorer

- Click on Tools, Pop Up Blocker, Turn Off Pop Up Blocker
- Exit your browser completely.
- Get back into your browser and verify that your Pop Up Blocker is off.
- This should allow you to log into QuikPay@UVA.

Firefox

- Go to Tools, Options, then click on the Content option.
- Uncheck the box next to Block pop-up windows to disable the popup blocker altogether.
- Exit your browser completely.
- Get back into your browser and verify that your Pop Up Blocker is off.
- This should allow you to log into QuikPay@UVA.

Tuition Payment

Payments of all charges (tuition and fees, dining, housing and any past-due amounts) is due on Tuesday, January 6, 2009. Payment received after this date will be assessed a \$50 late payment fee or 1.5% of the past due balance (whichever is greater). Accounts not paid by this date will be blocked from registration until payment is received. Failure to receive your bill does not exclude the obligation to pay by the due date.

YOU MAY CHOOSE TO PAY YOUR BILL BY:

- **Check with Remittance Advice**
- **E-Check through QuikPay@UVA**
- **Credit Card through QuikPay@UVA**

Payment can be made by check. Make checks payable to **The University of Virginia**. For prompt processing of funds, please include the remittance advice with the check, and put the student's name and full University of Virginia ID number on the check.

Payment can also be made on-line through QuikPay@UVA either by electronic debit (e-check) from your checking or savings account, or by credit card (PLEASE NOTE: A 2.75% convenience fee will be added to your charge by our service provider when using a credit card.) Credit Cards that are participating in our on-line program are MasterCard, Discover, and American Express.

A NOTE ABOUT BILL PAYER SERVICES:

Utilizing a bank's Bill Payer service can cause delays in our receipt of your payment. We do not recommend use of Bill Payers since the remittance advice cannot be included with the payment. However, if you must pay using your bank's bill payer service, please ensure they include the student's full University of Virginia ID number, and allow three weeks from the time you initiate the payment to ensure payment by the due date.

Checks returned for non-sufficient funds are immediately redeposited. Checks returned a second time are charged a \$20 service fee and may also result in a \$50 late payment fee or 1.5% of the past due balance (whichever is greater) and a registration block will be placed on your student account.

Addresses for payment of bills:

If you are not paying your bill on-line, below are the proper addresses for mailing or wiring your payment:

Regular US Mail:

UVA Student Payment Processing
PO Box 400999
Charlottesville, VA 22904-4999

Express mail:

(DO NOT send regular US mail to this address)

University of Virginia
ATTN: Cashiering Office
1001 N. Emmet St
Charlottesville, VA 22903-4833

Wires:

Bank of America-1001 West 33rd Street
New York, NY 10001

Account Name – University of Virginia

Account Number – 004117975749

Routing Number – 026009593

Chips Address - 0959

Swift Code: B0FAUS3N

IBAN: Bank of America does NOT have one (used by European banks only).

Installment Payment Plan

In conjunction with Tuition Management Systems, the University offers an installment payment plan. For an annual fee of \$65, tuition, fees, housing and dining charges may be paid in monthly installments. **The deadline to enroll for the Spring semester is December 1, 2008.** Please contact Tuition Management Systems (TMS) for complete details at (800) 722-4867 or www.afford.com/uva.

State Prepaid Education Plan

If you are expecting funds from a state prepaid education plan, please notify the state prepaid agency of the student's enrollment at UVA. The agency will then notify our office of your participation in the plan. UVA will bill the agency the appropriate tuition and fees **AFTER** the drop period in mid-February. Payments from the state prepaid agencies typically take at least 30 days after they receive our bill. Until we receive the payment, the student's account will show a line item indicating the state prepaid agency in the description and a \$0 in the dollar amount. Refunds of other overpayments, scholarship funds or financial aid will not be processed for participants until the prepaid tuition funds are received and applied to the student's account. For questions regarding state prepaid accounts, please contact UVA at studentaccounts@virginia.edu.

Scholarships/Payment Delays

If you have a pending scholarship, fellowship or grant that has not been credited on your billing statement, you may file a payment delay certification. Please ensure the certification is submitted by the payment due date to avoid late payment fees. The payment delay certification is available at:

www.virginia.edu/studentaccounts/forms/pay-delay-cert.xls

Please note, ALL scholarships are divided one half each semester, UNLESS specified by the donor.

You may deduct the expected award amount from your bill and pay the remainder by the due date. A payment delay notation will be placed on your student ISIS account in lieu of the expected award payment. You **MUST** submit a delay request each year.

If you are classified as a Graduate Teaching / Research Assistant by your department, or if you have been classified as a Veterans' Benefits recipient you may delay payment of any current tuition, room or board balance by filing a payment delay certification. After filing the certification, a notation will be placed on your student account that will allow your balance to be paid in three installments – February, March and April.

Payment Delay Certifications and all other non-university scholarship checks should be sent to:

Student Financial Services
Attn: Scholarships
PO Box 400204
Charlottesville, VA 22904-4204

Medical Students ONLY should mail non-university checks and documentation to:

UVA School of Medicine
Attn: Medical Financial Aid
PO Box 800730
Charlottesville, VA 22904-0730

Financial Aid

If you have a pending loan or financial aid award that is not included on your bill, you may deduct the expected semester amount from the balance due and pay the remainder by the due date. Deductions can be made for:

1. Financial Aid Grants
2. University awarded loans (e.g., Perkins, Nursing)
3. Stafford* or other non-University loans

*Please note that all Stafford Loans are subject to a 1-3% Origination fee. This fee will be deducted from the loan when it is credited to the student's ISIS account. Check your disclosure statement from your lender to determine the actual amount of your fee.

Undergraduate students in full-time degree programs must enroll for at least 12 credits to obtain the proceeds from Federal Title IV and Title VII loans. (BIS students must be enrolled for at least 6 credits). Graduate students must enroll for the number of credits indicated on the loan application submitted

to Financial Aid. **Loans cannot be applied and/or refunds issued until you have registered for sufficient credits in ISIS.**

Financial Aid information is available at www.virginia.edu/financialaid or by calling 434-982-6000.

For Medical School Financial Aid, call 434-924-0033.

For Law School Financial Aid, call 434-924-7805.

Graduate & BIS Tuition

Bills for graduate students in variable-charge schools are based on the number of credits in which you are pre-enrolled. **If you have not yet enrolled in any courses, you have been billed for the full-time tuition rate.** If you will be enrolling for less than full-time credits, pay only the amount for the number of credits for which you are enrolling. Please register for your classes as soon as possible as your account may be blocked until your bill is updated with the charges for the correct number of hours. As always, payment for the correct amount **must be made by the due date.**

University tuition and fees are subject to change.

Tuition is based on the total number of credits, excluding non-topical and audit credits, for which you enroll. If you enroll for certain non-topical research courses only (or for one of these courses and audit credits), you are charged a flat "research" rate regardless of the actual number of credits.

In-State/Out of State Status

To request reclassification to in-state tuition status, you must submit a change of residency status form to the Virginia Status of University Students Committee. This office may be reached at 434-982-3391. You must pay out-of-state tuition until a reclassification request is approved. Some military personnel under contract may need to discuss this issue with the Scholarship/Fellowship section of Student Financial Services.

Financial Penalties

Students may be suspended for past due obligations. Your courses may be dropped and you will be unable to register until your debt is resolved. Current and former students will have a hold placed on their academic transcript, and obligations will be reported to the State for offset against State income tax refunds, State vendor payments, and lottery winnings. Debts may be reported to credit bureaus, referred to third-party collection agencies or the State Attorney General, or litigated. The Debtor may be assessed collection costs up to 50% of their debt.

Credit Balances

Credit balances, resulting from an overpayment, may be offset against other University debts. Remaining balances are refunded by check or direct deposit. We recommend you set up Direct Deposit so that your refund will go directly to your bank account. Go to www.hrs.virginia.edu/forms/dir-deposit.pdf for the form to complete.

Refunds will be processed AFTER final registration.

Credits for less than \$5 are not refunded unless requested. Refunds are made payable to the student and are normally processed within 10 business days after the credit occurs, as long as the student is final registered.

Credits for students using Tuition Management Systems (TMS) are NOT refunded until mid-April.

Credits for students with Prepaid Education Plans are not refunded until mid-April.

Students who are receiving loan funds that require a signature will be notified by e-mail when the check is received. Loan funds will be applied to the student's account as soon as the signature is obtained.

****You should not plan on having access to your refund immediately upon your arrival in Charlottesville. Please plan accordingly.****

INFORMATION ABOUT FINAL REGISTRATION

Final registration officially enrolls you as a student at the University of Virginia. Final registration is an automatic process for students without registration blocks on their accounts. If you have a registration block you are required to clear the block before you can enroll in courses or before the automatic final registration process can occur. If you do not clear your block(s) by 5:00 PM on January 16, 2009, you will be dropped from all pre-enrolled courses and will not be eligible to receive University services, including access to dining and recreational facilities, student housing, libraries, computer terminals, and other research facilities. Students on leave and those paying a non-resident fee (\$150.00) cannot use ISIS to register.

PLEASE NOTIFY YOUR SCHOOL'S DEAN'S OFFICE IMMEDIATELY IF YOU DO NOT INTEND TO RETURN AS A STUDENT IN THE SPRING.

Failure to notify the University promptly could result in you being charged for full tuition and fees, even if you do not attend.

Late Registration

Students who are not final registered by the deadline must complete late registration at UREG (Office of the University Registrar) in Carruthers Hall. A late registration fee of \$25 is assessed through January 26, after which date the fee is \$50. Registration after February 16 requires the approval of your dean.

Your Addresses

University regulations require students to notify the UREG of any change of permanent or local address within 48 hours. The student bears the full responsibility for any consequences resulting from University communications misdirected or not received because of an incorrect address. **Address changes MUST be made online at www.virginia.edu/isis.**

Certification/V.A. Benefits

Requests for certifications and loan deferments can be made at UREG, who also serves as the University's coordinator for student benefits from the Department of Veterans Affairs.

Withdrawal

If you withdraw entirely from the University, tuition and fees are charged on a percentage basis, based on the school week within which the withdrawal occurs. Financial aid recipients may be subject to different refund policies. For more information, go to www.virginia.edu/financialaid.

<u>Week</u>	<u>% charged</u>	<u>% credited</u>
01/13/09 – 01/16/09	20	80
01/17/09 – 01/23/09	20	80
01/24/09 – 01/30/09	30	70
01/31/09 – 02/06/09	40	60
02/07/09 – 02/13/09	50	50
02/17/09 – 02/20/09	60	40
02/21/08 – thereafter	100	

For students enrolled in variable charge graduate schools to receive full credit for dropped courses, the course must be dropped by February 24th and the student must remain enrolled in at least one course.

Housing

For information regarding housing assignments or charges, please call the Accommodations Office at 434-924-6873. Student Financial Services cannot adjust amounts for Housing charges.

Dining Services

For information about contract meal plans and charges, call Dining Services at 434-982-5140. Student Financial Services cannot adjust amounts for Meal Plan charges. Students wishing to cancel their contract for the second semester (excluding first-year undergraduates, full athletic grant-in-aid recipients, and residents of Brown College, Monroe Lane, Hereford College, Spanish and French Houses) have until 5:00 PM on January 20, 2009, to notify Dining Services in writing. There is a cancellation fee of \$50.00 that applies to ALL cancellations except in the case of Study Abroad or December graduation.

Mail notification to:

UVA Dining Services
Attn: Contract Coordinator
PO Box 400312
Charlottesville VA 22904-4312

International Students

All students attending the University under the F-1 or J-1 non-immigrant visa status are required to enroll for full-time study in both the fall and spring semesters (12 or more credits for undergraduates, 9 or more for graduates). Any change in visa or citizenship status must be submitted with original documentation to the International Student and Scholar Programs Office in Minor Hall. You are also required to obtain a Social Security (or ITIN) Number if you will be receiving University-awarded financial support.

Partial Fee Students

Students who enroll for three or fewer regular credits and/or non-topical research are classified as partial fee students and are not eligible to obtain student athletic tickets or utilize the University's gyms.

Records/Course Offerings

New students will receive a copy of either the *Undergraduate Record* or the *Graduate Record* when they first enroll at the University. Returning students may purchase additional copies at the University Bookstore. The course offerings directory (which is updated three times daily) and the record are posted at www.virginia.edu/registrar.

Taxpayer Relief Act of 1997

The University reports Hope and Lifetime Learning tax credit information by February 1 each year. The University of Virginia will report your qualified tuition and related expenses for the calendar year to the IRS. Your actual payments may not be reflected on the 1098-T form. IRS form 1098-T will be mailed to the student's permanent address on an IRS Form 1098-T. Student loan interest is reported on an IRS Form 1098-E. Unfortunately, the University cannot provide tax advice. If you need detailed information about these credits, please see IRS Publication 970: Tax Benefits for Higher Education. You can access the IRS web site at: www.irs.ustreas.gov/formspubs/

Privacy Notice

The University's policy on the confidentiality of student records conforms to the Family Educational Rights and Privacy Act (FERPA). The annual notification of the FERPA rights for the student is available in the Undergraduate Record, the Graduate Record, and on the UREG web site at www.virginia.edu/registrar/privacy.html or at www.virginia.edu/registrar/privacyact.html.

The University may disclose personally identifiable information designated as directory information from a student's education records without the student's prior consent, unless the student informs UREG in writing that directory information should NOT be released without the student's prior written consent. More information related to directory information is available in the annual notification.

If students wish to allow parents or other third parties to speak with personnel at the University regarding their

FINANCIAL records, the student must complete an Authorization To Release Financial Information form and return it to Student Financial Services. The form is available at: http://www.virginia.edu/financialaid/forms/uploads/financial_aid_form/135b6d5ad1_FERPAFORM.pdf

Fall 2009

The anticipated payment due date for Fall Tuition charges is August 11, 2009.
