

November 28, 2011

TO: ALL GEORGETOWN LAW STUDENTS

Re: Fall 2011 Outstanding Balances, and Spring 2012 Tuition Due Date and Refund Procedures

INFORMATION FOR STUDENTS WITH FALL SEMESTER BALANCES:

If you have an account balance from Fall Semester 2011, full payment must be received no later than November 30, 2011. Students with unpaid balances will not be permitted to remain enrolled in their pre-registered Spring 2012 courses unless acceptable payment arrangements have been made with the [Office of Student Accounts](#).

You can view and pay your account balance online through [MyAccess](#).

SPRING SEMESTER ONLINE BILLING STATEMENTS

If you are enrolled for Spring Semester 2012, your billing statement will be available to view through [MyAccess](#) beginning December 9, 2011. It is very important you review your account frequently throughout the semester.

Students may authorize parents or guardians to view their statement and/or make payments by providing them with a direct link to their online account. To establish this link, follow the instructions outlined at "[How to set up an Authorized User](#)".

INFORMATION FOR STUDENTS OWING A SPRING SEMESTER BALANCE AFTER EXISTING SPRING FINANCIAL AID PACKAGES HAVE BEEN APPLIED:

Tuition payments for Spring Semester 2012 are due January 6, 2012. Tuition payment, application for deferment, enrollment in the payment plan, and/or submissions of third party authorization letters, must be received by the due date, January 6, in order to secure your place in class and avoid a late payment assessment.

Online Payment: Students can pay online through [MyAccess](#), and their authorized users can pay online through [TouchNet Information System](#).

Check Payment: Mail checks to Georgetown Law, Office of Student Accounts, 600 New Jersey Avenue, NW, Washington, DC 20001.

Wire Transfer or ACH Payments: Information for wire transfer and ACH payments is available at the [Office of Student Accounts](#).

Deferment: If you are unable to pay your account balance by the tuition due date, January 6, you must apply for a Tuition Payment Deferment in order to secure your place in class. [Applications for Deferment](#) must be filed by January 6 to avoid late payment fees and service charges.

Payment Plan: Enrollment in the [Payment Plan](#) for Spring Semester must be completed by the tuition due date, January 6, to avoid any late payment fees. To enroll, go to [MyAccess](#), enter the Student Account Services site, and select the Payment Plan tab.

Third Party Billing: Tuition payment authorizations, purchase orders, or financial guarantee letters must be typed on the sponsor's letterhead or purchase order form. Please submit original documents verifying your award by the tuition due date, January 6, to avoid late payment fees and service charges.

For part-time students only: Tuition for additional classes added during the Add/Drop Period must be paid by the end of Add/Drop, January 24, 2012, to avoid late payment fees and service charges.

Any student with an outstanding account balance will be assessed a late payment fee of \$60.00, plus a monthly 1.75% service charge. Additionally, their student account and class registration will be blocked. Late payment fees & service charges will not be waived. Please review the "[Tuition and Fee Administrative Regulations](#)" outlined in *The Bulletin*.

INFORMATION FOR STUDENTS EXPECTING A SPRING SEMESTER FINANCIAL AID REFUND:

You can request your refund online through [MyAccess](#) once your standard Spring 2012 financial aid loans are disbursed and your account has a credit balance. The earliest it may be possible to request your refund online is January 6, 2012.

All refund requests are subject to review and approval. Your refund will be available depending on the type of distribution you select.

- Direct deposit refunds are typically available within 3-5 business days from the posting date. *(If you have not signed up for direct deposit, you are encouraged to sign up now so you can receive your refund more quickly.)*
- Paper refund checks will be delivered via US mail. It may take up to 10 business days from the posting date, or longer, to receive the check. *(Please make sure that your local address on file is current).*

Short-term/Bridge Loans (up to a maximum of \$1,500) are available to financial aid recipients who will experience short-term "cash-flow" problems related to January rent expenses before the issuance of their Spring 2012 refunds. Complete the [Short-term/Bridge Loan Application](#) and submit it to the Student Accounts Office, Room 581, or via FAX at (202) 662-4069. The deadline for Short-Term/Bridge Loan applications is December 10, 2011.

If you have questions about your student account, please contact the [Office of Student Accounts](#) at (202) 662-9057 or via [e-mail](#). For questions regarding financial aid, please [e-mail](#) the [Financial Aid Office](#) or call (202) 662-9210.