

Chapter 5

Managing Your Finances

Georgetown is committed to providing quality service to our students as they manage their educational finances, make payments, and arrange for financial aid. The Office of Student Accounts handles all billing matters. The Office of Student Financial Services (Financial Aid) provides options to assist you in meeting educational costs.

THE OFFICE OF STUDENT ACCOUNTS

White-Gravenor Building
 Tel: (202) 687-7100
 Fax: (202) 687-1133
 E-mail: studentaccounts@georgetown.edu
 Web: <http://studentaccounts.georgetown.edu>

The Office of Student Accounts is the billing office for all students and will assist you with student bill payment options and deadlines. The office will be open on Saturday, August 29, from 10:00 am -4:00 pm to assist new students and their parents. Throughout the year, hours of operation are 9:00 am -5:00 pm, Monday-Friday. You may fax or e-mail the office anytime with questions or concerns. Students and parents are able to review the student bill on line 24/7. You (the student) will receive a Net ID and Net ID password for MyAccess from the Registrar's Office.

Financial Checklist

The Financial Checklist will assist you in completing your financial registration. The Family Educational Rights and Privacy Act (FERPA) mandates that the student must complete all actions related to his or her account. The University cannot give these rights to the parents but the student can authorize others to act on his or her behalf. The financial checklist consists of information or access to: billing, refunding, banking information, etc. We highly recommend these items be taken care of before July 1, 2009.

- Student bills are electronic. There are no paper bills. Bills can be sent to as many e-mail addresses as you the student authorize.
- Parent online authorization must be established by the student.
- Written or oral communication to third parties must be authorized by the student.
- Electronic refund profile must be created in order to receive a refund directly to your bank account (via ACH bank to bank).
- Payment Plan options are available only online.
- Third Party authorizations and payment (such as scholarship checks) must be submitted to the Office of Student Accounts.
- Insurance acceptance/waiver survey form must be completed online.
- Meal Plan options are available online.

On Saturday, August 29, 2009, Student Accounts will be happy to assist any student or parent with set-up for the online procedures.

Important Dates

- July 8, 2009..... Fall 2009 bill is available through on-line access 24/7
- August 15, 2009..... Payment due date for fall 2009
- August 29, 2009..... Office of Student Accounts open from 10:00 am– 4:00 pm
- August 31-September 1.... 2009 Registration
- September 15, 2009 Non-Payment Fee assessed to unpaid accounts
- December 8, 2009..... Spring 2010 bill available through on-line access 24/7
- January 5, 2010..... Payment due date for spring 2009
- January 13, 2010..... Registration
- January 22, 2010..... Non-Payment Fee assessed to unpaid accounts

Your Student Bill

IMPORTANT: Fall 2009 will be the last time a paper bill will be mailed to your billing address. For Fall 2009 the Office of Student Accounts is sending both an electronic bill and a paper bill.

Your fall bill will be available online the first week of July, and your spring bill will be available online the first week in December. **The payment due date from for your fall 2009 bill is August 15, 2009. The payment due date for your spring 2010 bill is January 5, 2010.** Your statement of account will include charges for the courses you are registered in, required fees and any other known charges such as room and board. Your fall bill should contain:

- Charges for tuition, room, orientation fee, health insurance, Yates Field House fee, one time transcript fee and any known lab fees
- A charge for the 14 meal board plan
- Your deposit credit
- Financial aid—either actual or estimated

There are a number of mandatory charges for your first year (or entering transfers). They are:

- Tuition—charged each semester
- Yates Field House—charged each semester
- Housing (room)—charged each semester
- HoyaNet—charged each semester you have a housing charge
- Board (meals)—charged each semester
- Transcript Fee—charged one time—fall 2009
- Orientation Fee—charged one time—fall 2009
- Student Health Insurance—charged each fall—**you may accept or waive your insurance on line through MyAccess**
- Lab Fees—charged based on the course
- Student Activities Fee—charged each semester

All entering students are charged for the 14 Meal Plan. In order to select a plan other than the 14 Meal Plan, you must go to MyAccess and select the plan you want. **First and second year students must be enrolled in at least the 10 Meal Plan.**

All lab fees may not be reflected on the July bill. Registration for courses after July 1 may include a lab fee. Student Accounts will not issue new bills for each change to your account. You can view your bill at any time on line. For information on how to pay your bill, see Payment Options below.

Student Health Insurance is charged each fall. If you are covered by an outside health plan, you must waive the University plan each fall. The waiver can be completed and submitted online. There is a penalty assessed by the Student Health Insurance Office if you waive the plan after the insurance waiver deadline. Please note: if you waived the student health insurance on line and you do not see the charge removed from your on-line student bill within 48 hours, you need to contact the Student Health Insurance Office. If you have any questions, contact the Student Health Insurance Office

through their website at <http://studentaffairs.georgetown.edu/insurance> or at (202) 687-4883.

Cost of Attendance

You will be billed by the semester. Fall bills are sent to authorized e-mail accounts the second week of July and spring bills are sent to authorized e-mail accounts the second week of December. The following rates apply to fall 2009 and spring 2010. Rates are subject to change without notice.

▪ Tuition.....	\$19,308.00
▪ Room	3,928.00–4,682.00
▪ Board.....	1,701.00–2,190.00
▪ HoyaNet Telephone Service	38.00
▪ Lab Fees.....	65.00–145.00
▪ Yates Field House Fee	160.00
▪ Orientation Fee.....	185.00
▪ Student Health Insurance (estimated)	1,900.00
▪ Student Activities Fee.....	50.00
▪ Transcript Fee	35.00

For a complete list of rates see the Student Accounts website.

Due Dates

The due date for payment of the fall 2009 bill is **August 15, 2009**. Payment must be received by the due date to avoid late fees. Failure either to pay your bill in full or enroll in a payment plan may result in the assessment of a \$500.00 Non-Payment Fee. It is imperative that you take care of your financial affairs at Georgetown before the start of classes each semester.

Payment Options

The Office of Student Accounts offers four options for payment. Payment in full can be any combination of the following:

- Electronic Check, Check, Wire or Cash
- Payment Plan (five different types of payment plans offered)
- Third Party Billing
- Financial Aid

Payment by Check, Electronic Check, Wire or Cash

We highly recommend that if you are going to pay by check that you do so online from your home or office. Payment by an electronic check is safe and secure. Due to FERPA (privacy) laws, access to the on-line student bill and payment options must be initiated by the student.

If you choose not to use the On-Line Electronic Check process and send a check as payment to the Office of Student Accounts, it is critical that you enclose a copy of the on-line bill and write your University ID number on the check.

Wire payments are accepted but not recommended. When wires are sent critical information is lost along the banking route and incomplete information is received at Georgetown University. If you pay by wire you must do the following:

ensure that your name and University ID number are included in the instructions to your bank and fax a copy of your wire confirmation to Student Accounts at (202) 687-1133. If you wired funds to Georgetown University and do not see the wire posted to your on-line bill within 10 days, you must call the office at (202) 687-7100. You must call or e-mail the office to receive full wire transfer instructions.

Cash—please do not send cash through the mail. Payment in the form of cash should be conducted at the Student Accounts Office located on the Lower Level of the White Gravenor Building. Note: No cash will be taken on Saturday, August 29, 2009.

Monthly Payment Plan

Student Accounts offers several payment plans to meet your needs. These plans give you the option to pay your bill in installments rather than in full at the beginning of each semester. There is a non-refundable application fee to join the plan. Detailed information on enrolling in a plan can be found at the Student Accounts website (<http://studentaccounts.georgetown.edu>). The enrollment period is July 1-September 11.

Third Party Billing

If you have a contract or a voucher from an agency such as the government, an embassy, private industry or scholarship fund, Student Accounts will accept the voucher as payment. All Third Party vouchers must be submitted to Student Accounts by the payment deadline of **August 15, 2009**. Balances that are covered by third party contracts received after the payment due date of **August 15, 2009** are subject to a non-payment fee and monthly service charges. Payment from the third parties must be received and credited to your student account before you will be allowed to pre-register or register for spring 2010.

Financial Aid

If you have been awarded financial aid then most of the awards will appear on your bill as either “received/paid” or “estimated”. Expected earnings from part-time employment through the Federal Work-Study program, and some pending private supplemental loan payments will not appear as credits against the balance due on your bill and you may not subtract these expected resources when computing the amount you must pay by the **August 15, 2009** payment due date. These awards are not allowed against the amount due because student employment earnings are paid directly to you on a bi-weekly basis as earned, and some private loan disbursements are not guaranteed until paid by the lender. Some credits for your financial aid awards may appear as “estimated” if additional actions by you or the sponsor of your aid are required before the funds can actually be disbursed to your student account. Typical examples of aid of this type are federal student loans, state grants, and outside grants. “Estimated” financial aid awards will reduce the amount you must pay by the payment deadline, but will not be credited in full to your account until all requirements for disbursement have been met. Examples of typical disbursement requirements include

completion of a loan application and entrance counseling for federal student loans, or confirmation of enrollment for state and outside grants. If you have not already done so, please complete all requirements for disbursement of all your financial aid funds as soon as possible.

If your financial aid does not cover the total costs appearing on your bill then you must pay the difference by the payment due date. Balances that are covered by aid that was applied for after the payment due date of **August 15, 2009** are subject to a non-payment fee and monthly service charges. For more information about financial aid, visit the Office of Financial Services website at <http://finaid.georgetown.edu>, visit the office in G-19 Healy Hall, or call the office at (202) 687-4547.

Refunds

After the semester begins, if you have a credit balance on your account, you may request a refund. You can request a refund by visiting MyAccess. All refunds will first be sent to the ACH address you have on file. If you have no ACH address on file then a check will be mailed to your local address. We highly recommend you establish an ACH profile.

You can transfer any portion of your refund to your GoCard Debit Dollars Account, not to exceed \$1500 for the semester. A Transfer of Funds authorization must be completed at the Office of Student Accounts.

Financial Holds

Financial holds are placed on accounts with outstanding balances. You can carry an outstanding balance of \$2000 from the fall term into the spring term. At the end of the spring term your account must be paid in full to register for either the summer term or fall term.

Withdrawals

If you withdraw from the University, you are obligated to make sure your account is cleared and any amount that is due is paid in full. Past due amounts are forwarded to the University’s collection agent and the national credit bureaus. If the University is forced to turn the outstanding account over to a collection agency and/or national credit bureau, you will be charged an additional one-third of the amount to cover agency recovery costs.

THE OFFICE OF STUDENT FINANCIAL SERVICES

Office of Student Financial Services
Georgetown University
Box 571252, G-19 Healy Hall
Washington, D.C. 20057-1252

Tel: (202) 687-4547

Fax: (202) 687-6542

Web: <http://finaid.georgetown.edu>

The Office of Student Financial Services helps students and their families assess their ability to meet educational costs, awards need-based financial aid packages, and provides information about other options available to finance your expenses. Our counselors can help you apply for grants and scholarships, loans, and employment opportunities.

To Apply for Financial Aid

Two initial forms are required to apply for financial aid:

- The Free Application for Federal Student Aid (FAFSA)
- College Scholarship Service Financial Aid PROFILE form

These forms can be completed online at our website.

Grants and Scholarships

Several types of grants and scholarships are available to eligible undergraduate students:

- Need-based scholarships are awarded by Georgetown University that range in value from \$1,000 to more than \$50,000.
- Outside scholarships and grants are awarded by private sponsors. Visit our website to search for scholarships online.
- Need-based grants are awarded by some states to eligible students studying at Georgetown.
- Federal Pell Grants are awarded by the United States Department of Education to students they determine have significant financial need.
- Federal Academic Competitiveness Grants (ACGs) and Science and Mathematics Access to Retain Talent (SMART) Grants may be awarded to students who are both Federal Pell Grant recipients and meet additional academic criteria.
- Georgetown University receives a small allocation of Federal Supplemental Educational Opportunity Grants (FSEOG) from the federal government each year. The funds are awarded to Federal Pell Grant recipients with the greatest financial need.

Federal and Private Loan Programs

Many loan programs are available to assist students and their families in financing educational costs.

- **Federal Subsidized and Unsubsidized Stafford Loans**
To apply, students may complete the required FAFSA and Federal Stafford Loan application/promissory note online at our website. Another application requirement is Loan Entrance counseling to review the borrower's rights

and responsibilities; this may also be completed online at our website.

- **Perkins Student Loan**
Students must complete the required FAFSA and CSS Profile forms online. Recipients of these need-based student loans, upon receipt of an e-mail notification, must sign their promissory note and complete Loan Entrance Counseling online at our website in order to receive their loan funds. Loan Entrance Counseling is a federal requirement to review the borrower's rights and responsibilities.
- **Federal PLUS Loans**
Parents may complete the Federal Plus Loan application/promissory note online at our website. A FAFSA is not required, but is recommended, to apply for a Federal PLUS Loan.
- **Private Supplemental Loans**
Many lending institutions offer a wide variety of private supplemental loan programs with attractive interest rates and repayment terms to assist students and parents in meeting educational costs. Please visit our website for information about these programs.

Student Employment

The Office of Student Financial Services is also home to the Student Employment Office (SEO), which operates two student employment programs:

- **Federal Work-Study (FWS)** is a need-based, federally funded financial aid program which subsidizes the earnings of eligible students. FWS awards are included as part of an eligible student's financial aid package.
- **Employment Referral Service (ERS)** is a federally funded program that provides information about employment opportunities in the local D.C. metropolitan area. This program receives numerous job postings each year from local businesses and individuals. It also provides information on opportunities for child care employment and temporary jobs.

All information about available job opportunities on- and off-campus are posted to the website <http://seo.georgetown.edu>. If you will be seeking employment, you will be required to supply the following documentation before you begin working:

- An I-9 Employment Eligibility Verification is required by federal employment regulations. You must bring **original documentation** to prove your identity as well as your eligibility to work in the United States. A United States passport or an Alien Registration Receipt Card will satisfy both I-9 requirements. *Other documents that can be used in combination to prove identity include your driver's license, Georgetown or other school ID card, a United States Social Security Card, or certified copy of a birth certificate.*
- If you are under 18 years of age, a District of Columbia Work Permit. Proof of date of birth must be provided to obtain a work permit. Instructions are available from the Student Employment Office at (202) 687-4187.

Financial Aid and Your Bill

If you have been awarded financial aid then *most* of your aid will appear on your bill as either “received/paid” or “estimated.”

Estimated Aid

Some awards may appear as “estimated” if additional actions by the sponsor of your aid are required before the funds can be disbursed to your student billing account. “Estimated” awards reduce the amount you must pay by the payment deadline, but proceeds will not be credited in full to your billing account until all requirements for disbursement have been met. Examples of typical disbursement requirements include completion of a loan application and entrance counseling for federal student loans, or confirmation of enrollment or grades or financial need for state and outside grants. If your actual and “estimated” financial aid does not cover the total costs on your bill then you must make arrangements to pay the difference by the payment due date.

Work-Study

Expected earnings from part-time employment through the Federal Work Study program will *not* appear as credits against the balance due on your bill and you may *not* subtract these expected resources when computing the amount you must arrange to pay by the payment due date. Federal Work-Study funds will be paid directly to you if/when earned.

Outside Grants & Scholarships Must be Reported

If you will receive an outside grant or scholarship or third party payment, you must report the type and the amount to the GU Office of Student Financial Services (Financial Aid). Under federal law and University policy, Georgetown must consider these payments as resources that help meet your financial need.

Outside Grants & Scholarships Will Be Split Between Fall & Spring Semesters

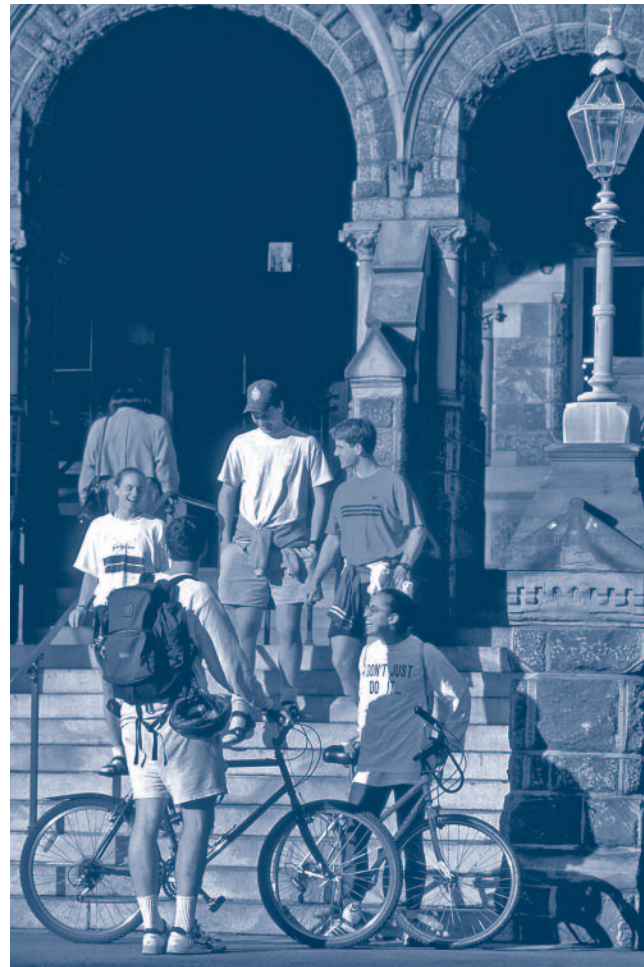
Unless otherwise directed by either you or your sponsor’s written instructions, we will apply these awards to your student billing account split 50/50 for each semester. For example, if your outside grant is for \$1000, we will apply \$500 to the Fall and \$500 to your Spring semester bills, even if the entire amount is sent to us in the Fall. We follow this procedure because most sponsors ask us to handle their funds that way, and because federal regulations require us to do that for those students who receive need-based financial aid.

Verification of Need or Enrollment

If your sponsor requires verification of financial need or enrollment, we can assist with this certification. Send requests to the Grant & Scholarship Program Manager in the GU Office of Student Financial Services, Room G-19 Healy Hall, Georgetown Box 571252 or fax to (202) 687-6542.

Contacts

If you have any questions regarding college costs, you are encouraged to contact our office in G-19 Healy Hall. Visitors are welcome Monday through Friday from 9:00 am to 5:00 pm. For best service refer to the Client Services and Counseling listing below for the appropriate referral for further assistance.



Client Financial Services Staff

Dean of Student Financial Services

Patricia A. McWade

General Information and Application Processing

Glinder Barnes, Information Specialist

Edrick Harris, Information Specialist

Nof Al-Haj, Information Specialist

Client Services and Counseling

Clients with last name:

“A” thru “D” Greta Kendrick, Assistant Director
John Mutareli, Counselor

“E” thru “K” Karen Allen, Assistant Director
Erin Timmons, Counselor

“L” thru “Q” Sandra Fahrney Baden, Associate Director
Amanda Ashley, Counselor

“R” thru “Z” Brian Lemma, Assistant Director
Sheena Martinez, Counselor