

# Vermont Law School Business Office

## Student Tuition Payment Plans

### About the program

Vermont Law School offers a payment plan, which allows a student to spread his or her tuition payments over a 4-month period each semester. **In July two payment plans will be completed and submitted, -one beginning the fall semester and another beginning the spring semester.** The first payment in the fall semester begins August 10<sup>th</sup> and ends November 10<sup>th</sup>. The first payment in the spring semester begins January 10<sup>th</sup> and ends April 10<sup>th</sup>.

### What are the costs associated with the program?

There is a \$50 application fee to enroll in the program for each academic year.

### Who is eligible for this program?

Any student who wishes to pay tuition from personal funds may enroll in this payment plan program. In other words, tuition that is not covered by financial aid may be paid over the period of four months each semester.

### Why would I want to apply for a payment plan?

This program may be helpful if you wish to budget your payments instead of paying tuition all at once, or it may help if you have an amount due that is not covered by financial aid and you do not wish to borrow additional funds to cover this amount.

### When are payments due?

Payments are due on the 10<sup>th</sup> of every month. Late payments will be subject to a \$25 late charge on the 15<sup>th</sup> of every month. Payment plans that have been in arrears for one month will be automatically terminated and the balance due on the tuition account will become due and payable. Interest will begin to accrue on the balance from the date the plan was terminated at 12% per annum. Students who have had their payment plan agreements terminated due to non-payment will not be permitted to use this program in the future.

### What happens if I receive financial aid *after* I enroll in a payment plan?

If you receive financial aid after you have enrolled in this program, you will need to adjust your payment plan contract amount to a lower figure that reflects the aid you are to receive. It may be necessary to end your contract if the financial aid you receive pays the balance on your tuition account. To do this you will need to contact the Student Accounts Office at 802-831-1000, ext. 1271, and speak with Emily Simoneau.

## **May I include living expenses?**

No. This payment plan is for tuition only. It is important to note here that all financial aid will be applied to a student's tuition balance first.

## **What if I decide to cancel my payment plan?**

Payment plans may be canceled at any time by notifying the Accounts Receivable Office of the cancellation (in writing). Canceling a payment plan means that the balance due on the student account will become due and payable immediately.

## **How will I know how much money to budget on my payment plan?**

Basically, you should budget all tuition and related fees that are not covered by each semester's financial aid. Included in fees are SBA fees, graduation fee, student admin fee, and insurance fees. Please remember that student loan funds received are often less than the amount borrowed because of various fees taken out of the gross amount. The net amount of loan funds received and credited to your account will vary depending on your lender.

**As stated previously, our payment plan is based on 4 payments each semester (separate contract for each semester). The fall semester is August-November. The spring semester is January-April.**

## **What Now?**

If you have decided to apply for a payment plan, you will need to 1) determine how much money you wish to budget for each semester and 2) complete TWO of the attached enrollment form [one for fall semester (four payments) and one for spring semester (four payments)] and send it to:

Emily A. Simoneau  
Accounts Receivable  
Vermont Law School  
PO Box 96  
South Royalton, VT 05068

Please make checks payable to Vermont Law School. Your application will be processed and you will be notified as soon as it has been approved. Once approved, you will receive an acceptance letter with applicable clip-off coupons attached, which you will submit each month with your payment to VLS.


The application form will help you to determine the monthly payment amount for the payment plan.

THE PAYMENT PLAN FORM IS ON THE FOLLOWING PAGE.

# Vermont Law School Payment Plan Application

- 4 month plan each semester (August through November) (January through April)
- Only tuition not covered by financial aid may be budgeted on the plan.
- Payments are due on the 10<sup>th</sup> of each month - payments received after the 15<sup>th</sup> are subject to a \$25 late fee. **Plans that have been in arrears of one month will be terminated.**
- If you receive financial aid after you have enrolled in the program, your monthly payment plan will need to be adjusted or cancelled accordingly.
- If budgeting the insurance in the plan, please refer to the insurance literature for eligibility requirements.

*For more complete details, please call Emily Simoneau, Accounts Receivable 802-831-1000 ext. 1271*

<b>VERMONT LAW SCHOOL</b> <i>Monthly Payment Plan Enrollment Form</i>																													
<b>Student Information (Please Print)</b>																													
Name Mr/Mrs/Ms _____																													
Social Security # _____ — _____ — _____		Anticipated Yr. of Graduation _____																											
Program Enrolled in _____ JD _____ MELP _____ JOINT _____ LLM _____																													
<b>Billing Information (Please Print)</b>																													
Person Responsible for paying VLS Invoice _____																													
Birthdate _____ / _____ / _____		Street _____																											
City _____		State _____ Zip Code _____																											
By signing I am indicating my agreement to use the VLS Monthly Payment Plan for this semester.																													
Signature _____		Tel. _____																											
<b>Worksheet</b>																													
<table style="width: 100%; border-collapse: collapse;"> <tr><td>JD Tuition</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>JT Tuition</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>MELP/LLM Tuition</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>SBA Fee</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Graduation Fee</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Student Admin. Fee</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Insurance</td><td style="text-align: right;">\$ _____</td></tr> <tr><td><b>Total Expenses</b></td><td style="text-align: right;"><b>\$ _____</b></td></tr> <tr><td>Semester Deductions</td><td></td></tr> <tr><td>Scholarships/Grants</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>SSL/USL/Perkins Loan</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>School Deposit/Other</td><td style="text-align: right;">\$ _____</td></tr> <tr><td><b>Total Deductions</b></td><td style="text-align: right;"><b>\$ _____</b></td></tr> <tr><td><b>Net Amount</b></td><td style="text-align: right;"><b>\$ _____</b></td></tr> </table>	JD Tuition	\$ _____	JT Tuition	\$ _____	MELP/LLM Tuition	\$ _____	SBA Fee	\$ _____	Graduation Fee	\$ _____	Student Admin. Fee	\$ _____	Insurance	\$ _____	<b>Total Expenses</b>	<b>\$ _____</b>	Semester Deductions		Scholarships/Grants	\$ _____	SSL/USL/Perkins Loan	\$ _____	School Deposit/Other	\$ _____	<b>Total Deductions</b>	<b>\$ _____</b>	<b>Net Amount</b>	<b>\$ _____</b>	<p><b>Payment Needed to Enroll</b></p> <p>Monthly Payment \$ _____</p> <p><b>Total of check enclosed = \$ _____</b></p> <p>Make Check Payable to:</p> <p style="text-align: center;">Vermont Law School (All payments in U.S. Funds please.)</p> <p>Mail your check and this form to</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Vermont Law School Emily A. Simoneau, A/R P.O. Box 96 South Royalton, VT 05068</p> </div>
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Payment Plan Amount _____ Divided by # months in plan _____ <div style="display: flex; justify-content: center; align-items: center;"> <span style="margin-right: 10px;"><b>MONTHLY PAYMENT</b></span> <div style="border: 2px solid black; width: 100px; height: 30px;"></div> </div>																													