

BUSINESS OFFICE POLICIES

www.vermontlaw.edu/students/x7787.xml

A list of Business Office personnel appears at the end of this document.

Your tuition account history is available over the VLS Campus Web. Transactions are posted periodically, so please check your account frequently.

To access: [Http://campusweb.vermontlaw.edu/](http://campusweb.vermontlaw.edu/)

Log in:

Password:

At the left, you will see My Profile.

Click on the words "Billing Account".

Your Individual Account History will come up.

All transactions since the account began will appear. They are all in date order. There is a code description for the code to explain the transaction. If the generic description is not clear to you, contact Pauli Barnes in the Business Office, who will provide more detail for you.

All the amounts in parentheses () are credits to your tuition account. The other amounts without parentheses are charges. At the very bottom of the history, there will be a "Total for all Accounts". Again, if the figure is in parentheses, it is a credit balance. If there is no parentheses, and there is a figure, that is the amount that needs to be paid to Vermont Law School. If the Total is "0", then your account is currently paid in full.

Tuition - JD and Joint (JD portion).

JD students are billed each semester for tuition. This year the tuition rates and due dates are:

<u>Semester</u>	<u>Amount</u>	<u>Due Date</u>
Fall 2010	\$ 20,897.50	August 6, 2010
Spring 2011	\$ 20,897.50	January 3, 2011

Tuition - MELP and LLM.

MELP and LLM students are billed in three equal installments at the beginning of the fall, spring, and summer semesters. Occasionally, an MELP or LLM student will receive permission to complete his or her program requirements within two semesters.

The student must notify the Environmental Law Center, Registrar, and Business Office (in writing) of this intention (acceleration). The total cost of the program would then be charged in two equal installments (fall and spring) instead of charged in three semesters.

This year the tuition rates and due dates are:

<u>Semester</u>	<u>Amount</u>	<u>Due Date</u>
Fall 2010	\$12,190.00	August 6, 2010
Spring 2011	\$12,190.00	January 3, 2011
Summer 2011	\$12,190.00	May 31, 2011

Tuition - Joint Degree (MELP Portion)

Vermont Law School's Joint Degree Program allows for the completion of the Master of Environmental Law and Policy (MELP) coursework during two Vermont Law School summer sessions, or one summer session and an internship at a later date. You must complete your first and second academic year of the JD program before pursuing the internship.

The total program cost of the MELP portion of the Joint Degree Program is the value of 21 MELP-ONLY credits.¹ Vermont Law School bills the Joint Degree Program cost in two installments (in May of the first year and/or after you have exceeded 14 MELP-ONLY credits). Each installment represents the value of 10 ½ credits at the current MELP-ONLY per credit rate. However, students may take between 6 and 14 MELP-ONLY credits during each of the two joint billing periods², provided the cumulative total for the MELP-ONLY credits of the two billing periods for the Joint Degree does not exceed 26 credits. Degree students taking a 27th or beyond 'MELP credit' will be billed on a per credit basis at the prevailing per credit rate.

In addition to the 21 MELP-ONLY credits, Joint Degree students are permitted to "share" 9 credits from their JD program. The sharing needs to happen in the spring and/or fall semester as the cost of these shared credits is assumed to be paid under the JD tuition price in the fall and spring semesters. Joint Degree students must have a thorough understanding of their degree requirements. It is essential that they have read the academic regulations and program guidelines relating to this degree and that they regularly apprise their advisor and the Registrar of any changes in their program plan.

Occasionally students will change their program plan such that the two-year program is either lengthened or shortened. Please remember that we are available to help explain the billing procedure and to work with you if it appears that you will be structuring your program differently.

A Joint Degree Student will not be awarded this degree without paying the total program cost (despite deviations or accelerations to the standard program).

Joint Degree Charge

<u>Date</u>	<u>Amount</u>	<u>Due</u>
5/10-5/11	\$12,248.00	5/31/2010
5/11-5/12	\$12,799.50	5/31/2011

PAYMENT OPTIONS

More than 75% of the students at Vermont Law School (VLS) use Student Loans as a means of financing educational expenses. For information on loans and scholarships, contact the Financial Aid Office at extension 1235 or <mailto:finaid@vermontlaw.edu>.

¹ "MELP ONLY" refers to credits that are not shared and/or are not transferred into the MELP program.

² "Joint Billing Period" refers to consecutive summer, fall, and spring semesters.

PAYMENT PLANS

Vermont Law School offers a payment plan that allows a student to spread his or her tuition payments over a 10 or 12-month period. This payment plan provides for a 10-month plan for JD students, 10 - 12 month plan for Joint Degree students, and a 12-month plan for MELP and LLM students. Payments normally begin in June and end in March for the JD student, with varying ending dates for Joint Degree and MELP and LLM students.

Payment plans are intended to cover tuition (and only tuition) that is not already being paid with financial aid funds. All financial aid must first be applied toward tuition. Payment plans are not to be used to budget living expenses.

There is a \$50 non-refundable application fee. Late payments are subject to late fees. Accepted students are able to access information and the enrollment form regarding the payment plan program at the VLS website, www.vermontlaw.edu. If you have questions about the payment plan, or if you think you need a more customized plan, please call Pauli Barnes, Accounts Receivable, toll free at 1-800-227-1000, extension 1271, or email her at pbarnes@vermontlaw.edu.

Overpayment Refund Policy

Charges and payments are posted on a daily basis to student accounts. All federal financial aid funds must be applied toward the tuition balance. The business office endeavors to make overpayment refunds available to students within 24-48 hours of when the overpayment appears on the student account. Please note, however, that during heavy volume periods (i.e. the first week or two of the semester) there may be a longer period of time before refunds are made available.

Withdrawals and Refunds

Students should inform the law school immediately of a decision to withdraw prior to the start of classes. After classes start, a student withdrawing from the school must complete an official withdrawal form and obtain the Registrar's signature. If you are considering withdrawal, we encourage you to consult with the registrar, the business office and the financial aid office. A student may receive a tuition refund for the semester in which he or she withdraws, minus the nonrefundable deposit. The semester tuition charges will be adjusted according to the following schedule: If the official withdrawal date is prior to the first day of classes, 100% of the tuition charge will be removed. Otherwise, the percent of the semester's tuition to be retained will be determined on a daily pro-rata basis, beginning with the first day of classes until the date of withdrawal. After 60% of the semester has been completed, there will be no adjustment to the tuition charges and no refunds. The daily pro-rata calculation follows the guidelines set for in the Federal Return to Title IV funds regulations

An example of this calculation is available in the Financial Aid Office. Students who withdraw prior to the 60% point in the semester, and who received Federal loans, will owe a prorated repayment to these loans. Vermont Law School will calculate and return money owed to the Federal loan program as part of the refund/repayment process. Repayments due the Federal loan program are first allocated to the Federal Stafford unsubsidized loan, then the Stafford subsidized loan, then the Perkins loan, and then the Graduate Plus loan. Any unused portion of Vermont Law School scholarships and grants will be subject to the semester pro-rata calculation. You should be aware that if you withdraw early in the semester, you could potentially owe money to Vermont Law School. After payments to Vermont Law School scholarships and grants have been satisfied, remaining funds (if any) will be used to repay outside scholarship sources and finally to reimburse personal payments (unless otherwise dictated by prior arrangements with an outside funding program). If the student is due a refund, any non-refundable deposits are subtracted from the refund.

BUSINESS OFFICE

Abbott House, 2nd floor

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Our mission is to provide accurate and timely financial services and information in a friendly, service-oriented way to all community members and prospective students, thereby assisting in furthering their goals and the mission of the school. Please refer to the Vermont Law School website for updated details about tuition and health insurance.

The Business Office staff and their responsibilities include:

Ext. 0 Receptionist information, cashier, gym keys, parking stickers

Ext. 1218 Jola Brock, accounts payable bookkeeping

Ext. 1271 Pauli Barnes, accounts receivable, tuition, and billing for health insurance

Ext. 1279 Virginia Fifield, production and office supply clerk

Ext. 1236 Mary Fisk, employees and work study students payroll

Ext. Tong Jett, grants administrator

Ext. 1219 Angie Poulin, Assistant to the Comptroller

Ext. 1209 Andrea Symonds, Comptroller and Business Office management

Ext. 1229 Clarke Collins (Human Resources, Senior Benefits Administrator) for student health insurance or go to:

www.vermontlaw.edu/students/x8259.xml