

STEVENSON UNIVERSITY

1535 Greenspring Valley Road
Stevenson, MD 21153

Dear Student:

Your billing statement for SPRING, 2009 is available. **PAYMENT MUST BE RECEIVED BY THE STUDENT SOLUTION CENTER NO LATER THAN DECEMBER 12, 2008 OR YOUR CLASSES WILL BE DROPPED.**

REQUIRED BY DECEMBER 12, 2008

- 1. Payment of amount due. YOU MAY PAY ONLINE THROUGH WEBXPRESS. Credit cards, checks, money orders and cash (paid in person) are also accepted. (If you're using a DEBIT card, your bank may have a daily limit.) PLEASE DO NOT MAIL CASH.**
- 2. Third party authorization letters for billing (employer, Voc. Rehab, VA, etc.) if applicable.**

PAYMENTS WILL NOT BE TAKEN BY PHONE

NOTE: If you are presently registered for less than 12 credits but plan to add classes and attend full time please view your bill online after your **schedule** lists 12 to 18 credits. Full-time spring tuition is \$9,600.00.

FINANCIAL AID

Student aid (scholarships, grants and loans) should appear on your bill if you were awarded before your billing statement was printed.

If you were awarded financial aid, but it is not included on your bill you must follow the Financial Aid Award Letter instructions provided online through WebXpress. Then view your bill again in a few days to assure that your financial aid has been accepted. Federal work-study may not be deducted from tuition.

PRIVATE SCHOLARSHIPS & ALTERNATIVE LOANS: If you were awarded a private scholarship or an alternative loan and it is not reflected on your bill, write the name and dollar amount on the student account payment form and reduce the tuition due accordingly. Be sure the Financial Aid Office is notified of these scholarships & loans.

If you have applied for financial aid but have not been awarded yet, you must pay the balance due on your bill by December 12, 2008. Once awarded, you will be reimbursed based on the dollar amount of your aid when the aid is received for your account.

TUITIONPAY/AMS PAYMENT PLAN (Academic Management Services)

TUITIONPAY will provide Villa Julie College a current list of students with active contracts. If your budget amount will cover tuition & housing charges, your classes will be approved. Please keep in mind that the 10-payment plan is meant to pay FULL-TIME tuition for BOTH semesters. ***Students only paying for the Spring semester MUST USE THE 4-PAYMENT SPRING PLAN.*** The deadline to enroll is December 12th. You must have an **ACTIVE** contract by December 12th to have your classes approved.

LATE FEE

Pre-registered students paying tuition after December 12, 2008 will be charged a late fee. If your classes are dropped, you may re-register provided that you pay your balance in full plus late charges (\$75 for full-time and \$25 for part-time). Re-registration does not guarantee placement in the classes that were dropped.

IF YOU ARE NOT ATTENDING

If you will not be attending Villa Julie College this semester, you must formally **withdraw prior to the first day of classes** (January 09, 2009 or sooner). This will insure that you will not be charged for forfeiture tuition.

QUESTIONS? BILLING, FINANCIAL AID, MEAL PLANS 443/334-3500

HOUSING 443/352-4011

REGISTRAR/WITHDRAWALS 443/334-2206