



CHAMPLAIN COLLEGE

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Returning Students

2012 Spring Semester Billing News

DUE DATE

Payments due: **December 1, 2011** for the 2012 Spring Semester.

- If you receive an adjustment in financial aid before this payment is due, you will need to recalculate the balance and send payment by the due date.

Late Payment Fee

Be aware that **all** balances not resolved by **December 1, 2011** will be assessed a late payment fee of **\$250** for balances above \$1000, and **\$100** for balances of \$1000 and below.

Students who fail to pay their bill in full by the due date may:

- be de-registered from classes for the 2012 Spring Semester.
- not secure their preferred on campus housing assignment.

HOW MAY PARENTS & OTHERS OBTAIN STUDENT INFORMATION?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents or guardians, the right to have access to their student's education records. For more information, please visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

The student must sign a FERPA consent form with the College which authorizes who the College is permitted to speak to. Parents of students, who have submitted parental tax returns on which the student is listed as a dependent, also are permitted to receive financial information regarding their student.

To download the FERPA Consent form, please visit <http://www.champlain.edu/Advising-and-Registration-Center/FERPA.html>.

HOW TO PAY

Pay online at: <http://www.champlain.edu/Student-Accounts/pay-bill.html>

Our QuikPay system offers full-time students the ability to:

- View recent billing statements on a secure network.
- Make an electronic check or credit card payment securely and receive immediate confirmation of payment.
- Designate authorized payers. Authorized payers can view statements and make secure electronic check and credit card payments online.

Parents and others must be designated as authorized payers by their student before they can view statements and make payments through the QuikPay system. Instructions on how to designate an authorized payer are at <http://www.champlain.edu/Student-Accounts/paybill.html>.

TUITION MANAGEMENT SYSTEMS PAYMENT PLAN

The College offers a monthly payment plan through Tuition Management Systems (TMS). Although the initial payment plan enrollment date has passed, TMS will continue to accept applications through December 15, 2011. The application must be accompanied by the \$53.00 non-refundable application fee and must include the monthly installment payments for October and November. For further information, please refer to our previous mailing or contact Tuition Management directly at 1-888-572-8985. **To avoid the late payment fee referenced earlier, all payments via TMS must be current as of December 15, 2011.**

FINANCIAL AID

Financial aid awards are listed as pending credits on the enclosed statement. The pending credit listed for Federal Direct Loans is the actual disbursement amount. Direct PLUS Loans are deducted on the statement as a pending credit if the parent has been approved for the loan by the billing date. To apply for the Direct PLUS loan, go to www.studentloans.gov and complete two steps: "Request PLUS Loan" and "Complete Master Promissory Note." **Direct PLUS Loans not fully approved by December 1, 2011 are not deducted when determining the late payment fee so we strongly encourage you to act promptly.**

OUTSIDE SCHOLARSHIP RECIPIENTS

You may deduct from your payment due any private scholarships which will be disbursed to the College before December 1, 2011. Please send a copy of the scholarship letter or check to the Student Account Office along with your remaining payment due. Financial aid recipients should be aware that these scholarships may reduce your eligibility from other award programs if the Financial Aid Office has not been made aware of the scholarship ahead of time.

DEFERRED WORKSTUDY PAYMENT PLAN

Students may choose to apply their earnings from a work-study position (CWS) at Champlain to their student account. Deferred work-study requests must be submitted in writing before December 1, 2011 to the Student Account Office. Students should indicate how much of the CWS award they wish to apply to their student bill. A payment contract will be sent to the student for signature. Please remember that the student must review job opportunities, interview, and be hired for a position by the beginning of the semester. As part of the contract, a credit card number must be provided. This credit card will be charged for any contracted payment amount the student fails to meet. Credit card payments are assessed a 2.75% convenience fee. Champlain College accepts AMEX, Discover and MasterCard.

RESIDENTIAL LIFE

- Dormitory charges are billed by semester.
- The Carte Blanche meal plan is required for all students residing in Champlain College housing with the exception of Spinner Place or Quarry Hill residents. Spinner Place and Quarry Hill students may add funds to their cash card for use at the dining hall or may purchase a commuter meal plan at the Student Life Office.
- Dormitory deposits have been credited to your 2012 Spring Semester billing statement. If a student chooses not to reside in campus housing for the 2012 Spring Semester, the dormitory deposit will be forfeited.
- Dormitory damage deposit is billed at \$50 per semester and returned in late June 2012 less any outstanding charges.

STUDENT FEES DEFINED

- The SGA Student Activity Fee of \$25 is assessed to full-time traditional students by the Student Government Association in support of student activities including speakers and campus events to ensure the students get the most out of their college experience.
- The Software Technology Fee of \$90 is a onetime assessment to all newly enrolled traditional undergraduate students.

YOU ARE CHARGED FOR HEALTH INSURANCE UNLESS YOU COMPLETE A WAIVER

Your billing statement may include a fee of \$115 for the 2012 Spring Semester for our basic Accident and Sickness Insurance (Plan A) or \$450 for Plan B insurance which reflects your coverage of student health insurance for through August 8, 2012. This fee may not be canceled since the insurance policy is for the full academic year. The final waiver deadline was September 7, 2011.

REFUNDS – CREDIT BALANCES

Students who receive financial aid in excess of their bill will be issued a refund check in January. This check will only be issued after the funds have been received by the College and the student's enrollment has been confirmed, **usually the third Friday of the semester.**

Proceeds from parent loans that exceed the cost of tuition, dorm, meals and other fees, will be refunded to the parent borrower. All other proceeds will be issued to the student. A refund check will not be issued for accounts with payment plans for Tuition Management Systems or deferred work-study payments since these represent outstanding balances.

**Billing or Financial Aid Questions can be directed to 1-800-570-5858 or
studentaccounts@champlain.edu
finaid@champlain.edu**