

Denison University, Cashiers Office Informational Reference Sheet 2007-2008

Billing Cycle:

Statements are produced the first working day of each month. *During July, October, November, February, and April (to continuing students only) statements are sent to everyone, regardless of the Total Due. During the other months, only students with a balance of \$50 or more will be sent a statement.*

Due Date:

Please refer to each Statement for the Due Date.

Students cannot officially register for the semester unless all financial obligations are satisfied. If a balance remains due by the end of the second week of the semester, the student will be administratively withdrawn until the account is paid.

A 1% late fee will be assessed each month on any unpaid balance. This includes amounts left unpaid because financial aid (e.g., scholarships, loans, and grants), monthly payment plan amounts, etc., are not received by the due date.

Monthly Payment Plan:

If enrolled in a monthly payment plan through Tuition Management Systems (TMS), the *Total Due* on your Statement includes the current semester's anticipated plan amount.

If you are not enrolled in a monthly payment plan, but wish to use this option, please contact TMS immediately at 1-888-572-8985 or online at www.afford.com.

To avoid Denison late fees and to prevent delays in official registration at Denison, remit the Enrollment Fee and first monthly payment to TMS before the due date of the semester. Subsequent monthly payments must also be paid when due.

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Student Accident and Sickness Insurance Plan

Each year, students are charged the Student Accident and Sickness Insurance Plan premium during the first semester of full-time enrollment. For most students, including fall off-campus program participants, this is the fall semester. Details about coverage can be found in the Student Accident and Sickness Insurance Plan brochure enclosed with the statement on which the charge appears. Coverage may be waived if the student already has sufficient coverage. Enrollment is automatic for all full-time students unless waived by August 24, 2007. To waive the insurance either complete the enclosed waiver card or complete the on-line waiver at www.studentplanscenter.com.

Vehicle Registration:

Students wishing to park *or* operate a vehicle on campus **must** register **that** vehicle. To register your vehicle: complete and return a Vehicle Registration Form, **along with a copy of the current state vehicle registration**, to the Cashiers Office. The fee is \$55. **If you change vehicles or license plates**, you must promptly update the Cashiers Office and provide a copy of the **current** state vehicle registration form. The cost of a replacement permit is \$10.

Financial Aid Awards:

If your anticipated financial aid credits are not reflected on the Statement of Account, it is crucial that you contact the Financial Aid Office immediately. Awards cannot be made until all necessary documents have been received by the Financial Aid Office, and you will not be able to officially register for the semester if you have an outstanding balance.

Outside Loans and Scholarships:

If you have been approved for a loan or scholarship through outside sources, the credit will be posted when we receive payment and, if necessary, obtain the student's endorsement.

Work Study and Book Grant Awards:

Neither of these affects your account balance.

•Students with Work Study Awards as part of their financial aid package will be paid bi-weekly (via a payroll check) for actual hours worked at the rate of \$7.85 per hour.

For assistance in finding employment on campus, please contact the Student Employment Office in Beth Eden.

•If you have been awarded a Book Grant and your financial aid package is complete, you will see a Book Grant credit of \$325 on your account. There will also be a corresponding charge of \$325 to your account, which indicates that the Book Grant money will be transferred to your Denison Dollars account prior to the start of each semester for the purchase of books and supplies.

Denison Dollars, including Book Grant funds, may be accessed by presenting your student identification card at the appropriate checkout register.

If you have any questions, please take the time to address them now.

Semester Meal Plan Options:

A meal plan is required for all students, except those living in meal-optional locations (Stone, Taylor, Sunsets A-D, Upper Elm, Lower Elm, Wright, Hayes, and satellite houses). Several options are offered. Please see the Residential Dining brochure for detailed information, or visit our website's frequently asked questions. Students may change their Meal Plan Option by returning a completed Meal Plan Sign-up Form. Residential Life places Meal Plan Sign-Up Forms in student Slayter boxes in late August for fall semester. Students may make changes to their meal plan choice through the first two weeks of the fall semester. Changes made on or after registration day will have financial implications, as students are charged an appropriate daily amount for each plan, and these vary. Apartment plans 1 and 2 are a flat fee regardless of when added. The deadline for selecting or changing a meal plan is Friday, September 7, 2007.

WRITE ONE CHECK:

You may write one check to include payment on your Statement of Account, vehicle registration and any deposit to Denison Dollars. Please **do not postdate checks** as your payment is being mailed directly to a bank lockbox.

For more information, refer to the back of your Statement of Account or visit the Cashiers Office Web Page:

www.denison.edu/controller/cashiers