

# Critical Information and Timelines

## Fall 2009

The offices below are open 8:15 – 4:30, or by appointment, and all are located on the second floor of the Humphrey Center.

**Registrar's Office – West Wing**      515-263-2960

**Business Office – East Wing (Center)**      515-263-2807

**Financial Aid Office – Far East Wing**      515-263-2820

### Academic timelines for Fall 2009 Semester:

Add a class: the first five days of the term. **(Last Day: August 28)**

Drop a class with no effect on your transcripts: the first five days of the term. **(Last Day: August 28)**

Drop a class with a W recorded on your transcript: **Last Day: October 23 for full semester; for accelerated session dates, see [www.grandview.edu/userdocs/fall09schedule.pdf](http://www.grandview.edu/userdocs/fall09schedule.pdf)**

**Withdrawal** Before dropping or adding any class, a student must investigate how the change will affect their tuition charges and/or financial aid awards. After the add/drop period for each session, there will be **no reversal** of tuition for partial withdrawal. The catalog and course schedules have further details, and are available on the Grand View Web site.

**Tuition charges** are posted to your account at the time of registration. Final changes are determined on the fifth day of the term **(August 28)**. Unpaid account balances will prevent registration for future terms, will block the release of transcripts, and will be charged the equivalent of 18% interest (1.5% per month).

**Statements** are available online at <https://myview.grandview.edu> > MyCourses & Student Information > Current Statement. Statements are mailed to parents or other parties upon request, typically by the 5th of the month. In compliance with the Family Educational Rights & Privacy Act (FERPA), we are able to discuss a student's account ONLY with the student unless the student has signed a waiver in the Registrar's Office to enable release of financial and/or academic information.

**Workstudy Paychecks** are issued in the Business Office the 10th of each month. Employment paperwork (W-4s and I-9s) must be completed in the Career Center prior to being paid. Workstudy earnings may be applied to tuition accounts to pay tuition if the student chooses to do so, and **automatic deposit to the student's bank account is also available**. Arrangements may be made in the Business Office.

**Parking Tickets** are charged to student accounts, and unpaid fines will result in transcript and/or registration holds.

For further information, refer to the Student Handbook located online.

### Payment Options

- Check, cash, or debit/credit card (MasterCard, Visa, Discover, and American Express)
- Tuition Payment Plans: Students have the option of selecting between a variety of payment terms. Payment Plan options are as follows:
  - 10 Equal Monthly Payments due on the 15th
    - Fall payments due August – December
    - Spring payments due January – May
  - 8 Equal Monthly Payments due on the 15th
    - Fall payments due September – December
    - Spring payments due January – April
  - 6 Equal Payments: One-third of balance due the first week of the session; one-third of balance due at the 50% point of the session; one-third of balance before the last day of class.
    - Fall payments due September 15, November 1, December 15
    - Spring payments due January 15, March 1, April 15

In order to set up a payment arrangement, please complete the Grand View Tuition Payment Plan form, available at <https://myview.grandview.edu/finances/busoff/default.aspx>. This form must be returned to the Business Office along with the \$50 enrollment fee. This fee allows for the deferment of tuition throughout the semester and waives late fees on the balance as long as the account remains in good standing.

- Third-party payment (Employer reimbursement, Vocational Rehabilitation, etc.): In order to defer account payment, we must have official documentation of eligibility from the third-party payment source **each semester**. For Employer reimbursement, a \$25 fee per semester is due by the tuition due date along with the Grand View Employer Reimbursement form, available at <https://myview.grandview.edu/finances/busoff/default.aspx>. Qualified students may defer payment for up to 30 days past the end of the term.

**ALL BALANCES REMAINING UNPAID as of the due date WILL BE ASSESSED A 1.5% LATE PAYMENT FEE PER MONTH. Further registration will not be allowed and transcripts will be withheld until balance is paid in full.**

**Financial Aid refunds** are issued beginning Wednesday of the 2nd week of school (September 2) and thereafter are issued twice weekly within 5 business days from the date the credit balance was created. All refund checks will be mailed immediately upon issue to the student's primary address. **Please visit the myView Web site to be certain that your address on file is correct.**

We encourage you to call any of these offices or come in if you have any questions!