

## REVISED

# SPRING 2023 SEMESTER INFORMATION

## Classes begin Tuesday, January 17

### REGISTRATION DATE/TIME:

**November 16 – 9:00 am: 3D/4E/Veterans & Active Duty Military**

**November 17 – 9:00 am: 3E**

**November 18 – 9:00 am: 2D/2E**

**November 21 – 9:00 am: 1D/1E**

**November 22 – 9:00 am: JM/LLM**

**November 29 – 9:00 am: Non-Degree**

### TUITION PAYMENT DEADLINE:

Tuition must be paid in full by the first day of the Spring Semester or you will be subject to a late fee. This policy also applies to students paying with financial aid.

If you add credit hours after the first day of the spring semester, tuition for those hours is due within 5 days from the day the hours were added. You will not receive a bill for these hours. **ANY PAYMENT MADE OR RECEIVED AFTER A DUE DATE IS SUBJECT TO A LATE FEE OF UP TO \$125.**

The Office of Student Financial Aid can be contacted at [finaid@gmu.edu](mailto:finaid@gmu.edu), (703) 993-2353, or through their website at <https://www.gmu.edu/financial-aid/contact-financial-aid>.

### 2022-2023 TUITION & FEE RATES:

Tuition and fees for 2022-2023 are listed at: <https://studentaccounts.gmu.edu/wp-content/uploads/AY2022-23Law.pdf>

### PAYMENT METHODS:

All bills are provided electronically. Monitor your GMU email account for notices regarding eBills, which will be available through the Bill and Payment System. Please share this message with others who may be remitting payment on your behalf. You can set up authorized users to receive eBill notifications through the Bill and Payment System. Questions? Visit [Student Accounts](#).

### Where:

ONLINE: Online payments are made using Bill+Payment. The system allows students to manage their account activity online, view bills, make payments, and set up authorized users.

It can be accessed through the Services area of the Patriot Web login page, <https://patriotweb.gmu.edu/>.

Fairfax Campus: Cashier's Office or drop box, Room 1501, Student Union I. No cash payments.

By Mail: Send payment to George Mason University, P.O. Box 716475, Philadelphia, PA 19171-6475. You should indicate on your payment that you are a law student and also note your G-number. Mailed payments must be received in the Cashier's Office by the first day of class. Postmarks are not considered.

### How:

Check or money order: Electronic check payment can be made using the Bill and Payment System, which can be accessed through Patriot Web. Paper checks and money orders should be made payable to GMU and include the student ID# written on the front of the check. Third party checks are not accepted.

Credit Card: Visa, American Express, MasterCard and Discover are accepted online through the Bill and Payment System, which can be accessed through Patriot Web. A 2.85% convenience fee will be assessed for credit card payments.

Payment Plan: A semester payment plan is available using the Bill+Payment System. Information is at: <https://studentaccounts.gmu.edu/payment-plans/>.

Alternative Payment Methods: Students paying by student loans, employer arrangements, or any other alternative method are reminded that they will be subject to late payment penalties and fines if full payment is not made by the first day of the semester.

### TUITION REFUND/LIABILITY POLICY

Courses dropped on or before:

|         | <u>Refund</u> | <u>Liability</u> |
|---------|---------------|------------------|
| Jan. 31 | 100%          | 0%               |
| Feb. 7  | 50%           | 50%              |

Courses dropped on or after:

|        | <u>Refund</u> | <u>Liability</u> |
|--------|---------------|------------------|
| Feb. 8 | 0%            | 100%             |

### **TUITION INSURANCE:**

The Tuition Insurance Protection Insurance Plan, available through GradGuard, helps students overcome the financial losses that may result from events that force students to withdraw from the semester due to a covered medical reason. The deadline to purchase insurance for each term is the last day to drop. Information at: <https://studentaccounts.gmu.edu/tuition-insurance/>.

### **SCHEDULE ADJUSTMENTS**

The Spring Semester schedule adjustment period is January 17 – February 7, 2023. ***Please note that January 31 is the last day to add a class without academic approval, to use Patriot Web for registration purposes, and to drop a class with no tuition liability.***

After January 31, any credit hours dropped will result in 50% tuition liability. To add or drop a course during this time, students must submit an Add/Drop form to the Records Office at [lwrecord@gmu.edu](mailto:lwrecord@gmu.edu). To add a course, the form needs to be signed by the instructor and Annamaria Niels, Associate Dean, Associate Dean for Administration and Student Affairs. To drop a course, a signature is only needed from Annamaria Niels, Associate Dean, Associate Dean for Administration and Student Affairs.

After February 7, there is no tuition refund and no ability to drop a course – students must instead seek to “withdraw” from the course, resulting in a “W” in place of a grade on their transcript.

***Students are strongly encouraged to make their schedule adjustments during the first two weeks of classes when no tuition liabilities are incurred.***

**STUDENTS ARE REMINDED THAT IF THEY NEVER ATTEND OR STOP ATTENDING A COURSE FOR WHICH THEY ARE REGISTERED, AND DO NOT DROP OR WITHDRAW, THEY ARE HELD LIABLE FOR COURSE TUITION AND WILL RECEIVE A GRADE OF “F” OR “NC” FOR THE COURSE.**

### **WAITLIST OPTIONS:**

Some courses, especially seminars and legal writing sections, have limited enrollments. When attempting to enroll in these courses after they have reached their limit, you will see a message that the class is full. If a waitlist option exists, you will be given the option of adding your name to a waitlist.

When you add your name to a waitlist, you must check your Patriot Web account frequently. **When an opening in a course occurs, an override notification will be issued to the first person on the waitlist. This override is posted to your PatriotWeb account and an email notification of the override will be sent to your GMU email account. This override is only valid for 2 days (48 hours). If no action is taken during that time, the override is cancelled, your name is dropped off the waitlist, and an offer is made to the next person on the waitlist.**

**When you receive an override notification on your account, you must register for the course on Patriot Web.** If you are no longer interested in the course, you should remove your name from the waitlist.

### **PHONE NUMBERS TO KNOW:**

(All numbers begin with the 703-993 prefix)

|                              |      |
|------------------------------|------|
| Admissions (Law)             | 8010 |
| Academic Advising            | 8020 |
| Bookstore                    | 8170 |
| Campus Police                | 8070 |
| Career Services              | 8020 |
| Cashier                      | 2484 |
| Cashier Fax #                | 2492 |
| Counseling Center            | 2380 |
| Financial Aid                | 2353 |
| Info Desk (Law School)       | 8025 |
| Info Desk (Arlington Campus) | 8999 |
| Library (Law School)         | 8120 |
| Parking Services             | 8146 |
| Records Office (Law)         | 8015 |
| Student Health (Fairfax)     | 2831 |
| Student Health (Arlington)   | 4863 |