



Summer Session 2018
MSHRM Program
Payment, Late Fee and Refund Policy

Program Fees for AY 2017-18: \$825 per credit or \$2,475 per 3-credit course

For Payment Plan information please contact Office of the Bursar at 860-486-4830 or
bursar@uconn.edu

Summer Session 2018
Important Dates

Term/Session	Length	Session Dates	Add/Drop Date	Payment Due Date (Note 2)	Deadline to drop for 100% refund (Note 1)
May Term	3 weeks	Mon. May 7 – Fri. May 25	Wed. May 9	April 23	Wed. May 9, 2018
Summer Session 3 (SS3)	Variable Length or Flex (Note 3)	Flex anytime between May 7 and Aug 24	Fri. May 11	April 23	Fri. May 11, 2018

1. *100% minus the non-refundable fee Enrollment fee charged at the time of registration. Please note that dropping courses may adjust your financial aid package as well.*
2. *Students who enroll after the payment due date, will have up to three days (72 hours) from the course enrollment date to make the payment. After this, a late fee of \$150 late fee is applied.*
3. *Payment for summer courses is due on April 23. If you register after this date, you will have up to 3 days (72 hours) to make the payment, after which a late fee of \$150 is applied.*

Payment Options: The University of Connecticut offers a variety of payment options. Please visit the Office of the Bursar [Payment website](#) for more information.

Please Note: MSHRM Office does not accept any payments.

Placeholder Courses (GRAD 5998) and Reinstatement fees

If a UConn student doesn't enroll in courses in the Fall or Spring semesters, they must enroll in GRAD 5998 (Fee: \$100) to maintain their *continuous registration* with the university. If a student fails to do this, they will be *discontinued* from the university. If discontinued, the program office will have **to reinstate** (Fee: \$65) the student to make them active again and the student will be responsible for additional fees associated with back enrollment in GRAD 5998. Please note, students are not required to enroll in GRAD 5998 if they choose to not enroll in the Summer Term (May or Summer 3).

Third Party Invoicing/Direct Billing

If a student is expecting their fee bill to be paid **directly** to UConn by a third party (i.e. employer, sponsor, state agency, etc.), the student must submit a third party financial guarantee letter, on company letterhead, to our office **by the payment due date (4/23/2018)**. Please submit a pdf of the document to studentbilling@uconn.edu.

Upon receipt of such document, a deferral will be placed on your account based on the value and terms listed on the financial guarantee for that particular semester. Any remaining balance due on the account will be the financial responsibility of the student and must be paid by the published due dates. Failure to pay the balance and/or submit this document by due date may result in accrual of late fees and a "financial hold" on the student's account.

In the event the third party does not pay in full or any portion of the payment, the balance due will be the sole financial responsibility of the student.

Company Tuition Reimbursement

If you get reimbursed by your employer, it is your responsibility to pay by the published due dates. We cannot defer your account until you are paid by your employer. Any non-payments will accrue late fees.

If required, our office can assist you in getting a Grade Letter Invoice from the Registrar's office for submission to your employer. Grade Letter Invoices can be requested by emailing us at HRM@uconn.edu from **your UConn email address** and a staff member will assist you with the process. It takes 2-3 weeks for the whole process, so please be proactive with your requests.

Financial Aid

For Financial Aid information please visit <http://www.financialaid.uconn.edu/>
Please note: Non-matriculated students are not eligible for financial aid.

Veterans

To check your eligibility for Veteran's Tuition Waivers and/or benefits, please contact Rob Passmore at (860)486-1973 or email veterans@uconn.edu.

Please Note: If you are Non-Degree student, please specify that to your Veteran Officer. This may impact your eligibility for benefits.

UConn Employees

Please visit <http://hr.uconn.edu/tuition-benefits/> to view the summer tuition waiver policies. If you are UConn Health employee, please contact Carrie Berlepsch at 860-679-1632 or berlepsch@uchc.edu

Late Fee Policy

Any payments, third party billing documents or UConn employee waiver notices received after the payment due dates will be considered **LATE** and are subject to late fees in the amount of \$150 for each session.

Note: Checks returned by the bank for any reason are considered a late payment. In such cases, an additional \$25 return check fee will apply.

Additionally, students will have services such as class registration denied if all fees have not been paid by the due date. Students enrolled in the payment plan will receive a \$50 late fee for each late installment.

Refund Policy

For the summer sessions, you can drop by the following dates and receive a full refund and NOT receive a “W” on your transcript:

May Session	: May 9, 2018
Summer Session 3	: May 11, 2018

If you drop a course after these dates, you will **NOT** receive any refund on your account.

How to make a refund request

*Beginning July 1, 2017, the Student Disbursement Office will only process paper refunds on **Wednesdays**. The office will process direct deposit refunds **Monday through Friday**. We strongly encourage students to [enroll in direct deposit online](#) through student administration system to avoid any delays.*

Refunds for excess financial aid are processed automatically but only after your financial aid has disbursed to your account. If your refund is not due to excess financial aid, we request you to request a refund, by emailing studentdisbursements@uconn.edu from your UConn email account and include your 7-digit student ID number.

We highly encourage our students to sign up for Direct Deposit by logging into your Student Administration account. Once you're logged in follow these [steps](#), click on “Enroll or Edit Direct Deposit Information” under the Finances section of the Student Center.