

# GRADUATE & PROFESSIONAL STUDIES BILLING POLICIES

ACADEMIC YEAR 2024-2025



## Terms & Conditions of Payment Obligations

By registering for courses at Lasell University, you agree to pay all charges on your account when due and understand that this constitutes a legal financial obligation. Student account charges may include but are not limited to; tuition, mandatory student fees, housing fees, parking fines and late payment fees. You are personally responsible for all amounts due regardless of financial aid eligibility or other financial assistance.

Failure to meet financial obligations by the published due date may result in being dropped from courses or a stop will be placed on the student account that will prevent future registration or add/drop, the release of official transcripts and the release of a diploma.

Students who drop or withdraw from some or all of their classes registered for, will be responsible for all or a portion of the tuition and fees in accordance with the published tuition refund schedule.

Lasell University may refer delinquent accounts to an outside collection agency. All fees charged by the agency based on a percentage at a maximum of 40 percent, together with all costs and expenses including reasonable attorney's fees will be the responsibility of the student to pay. Delinquent accounts may also be reported to one or more of the national credit bureaus.

## Billing Policies

Bills for the semester will be available approximately 30 days ahead of the due date. If registration occurs after the billing due date the bill will be due immediately. Any changes that occur on the bill after the billing due date are due immediately, such as change in registered credits, parking charges etc. Once the due date has past, stops will be placed on accounts for any outstanding balances that prevent the release of grades and future registrations. Any courses that remain unpaid are subject to being dropped for non-payment.

Bills are available online to view through [QuikPAY](#). Bills are not mailed out. All billing notices are sent to the students' Lasell University email address. Students are able and encouraged to set up anyone assisting them with their bill an Authorize Payer on their account. Authorize Payers can access the same information the student can, they will receive billing notifications and they will be able to speak with the Student Accounts staff regarding the account. Information can only be released to an Authorize Payer.

### Payment Due Dates

Fall Session 1/Main 2024: August 20, 2024

Fall Session 2 2024: October 9, 2024

Winter Session 2025: December 13, 2024

Spring Session 1/Main 2025: December 31, 2024

Spring Session 2 2025: February 19, 2025

Summer Session 1/Main 2025: April 29, 2025

Summer Session 2 2025: June 20, 2025

### View Your Student Account & Make a Payment

Student account information is available by logging into MyLasell, under University Resources select Pay MyBill. There you can view your current account activity, view the generated statements, make a payment, select your refund preference, and add an Authorize Payer.

## Payment Information

There are multiple payment options. Payments may be made online via electronic check free of charge or by credit card for a fee. Payments may also be made using federal financial aid, state financial aid, private loans, a payment plan or any combination. For details view the options online at <https://www.lasell.edu/graduate-studies/tuition-and-aid/payment-options.html>.

### Tuition & Fees for 2024-2025

Tuition for graduate students is charged per credit each session. Please view our website for more details at <https://www.lasell.edu/graduate-studies/tuition-and-aid.html>.

<i>Tuition &amp; Fees</i>	<i>Cost</i>
Tuition Per Credit (All except MS AT)	\$675
Tuition Per Credit MS in Athletic Training	\$759
MSMS Per Credit	\$750
Bachelor Completion Degree Per Credit	\$437
Surgical Technology Per Credit	\$640

### Health Insurance

Only graduate students living on campus are eligible to be covered by the Lasell University Student Health Insurance. Those students will be required to submit proof of comparable coverage to waive out of the plan. All graduate students are strongly encouraged to purchase health insurance coverage, especially international students. It is advised to protect against unforeseen health circumstances while studying here at Lasell University. There are a variety of health insurance providers available to assist students purchase coverage. University Health Plan (UHP), the Lasell University provider, is available to answer general insurance plan questions and make appropriate referrals. To speak with a representative, please call (833) 251-1714 or send an email to [info@univhealthplans.com](mailto:info@univhealthplans.com).

### Student Account with a Credit Balance

Credit balances occurring as a result of excess loans or financial aid will not be issued until the entire loan and/or aid funds have been received by Lasell University. Credit balances for enrolled students will remain on the account unless requested by the student by email, or federal funds exceed the cost of attendance. Excess federal funds will be issued to the student in accordance with federal regulations. Refunds will be issued within two weeks of the request and will be made via Direct Deposit if the information has been provided. For students who do not provide direct deposit information, a refund check will be mailed to the address on file. Students who request a refund prior to the end of the academic year understand that, if additional charges are assessed and/or financial aid is adjusted following receipt of a refund, a balance may be due to the University. Refunds may be processed up to the point charges for the new semester have been posted to the student account. Accounts will be reviewed periodically for non-enrollment and a credit balance refund will be issued automatically. Refunds will not be issued automatically for credits under \$1.00.

To request a refund the student should email [studentaccounts@lasell.edu](mailto:studentaccounts@lasell.edu) and request the exact amount to be refunded. Please also confirm that the refund preference has been verified.

### Refunds Via Direct Deposit

To add direct deposit as your refund preference, log into MyLasell, under University Resources select Pay MyBill, and then select Manage Refunds. You will be able to add your banking information for direct deposit and may change it at any time. Early signup is highly recommended to ensure accurate and timely receipt of student account refunds.

All students should also log into Self Service at [selfservice.lasell.edu](https://selfservice.lasell.edu) at least once each semester to verify their mailing address, name and date of birth are correct.

## Dropping Courses or Withdrawal from the University

The Withdrawal Adjustment Schedule applies to a student who has completed the appropriate steps to cancel his/her course enrollment at Lasell University. Non-attendance does not relieve the student of financial obligation or imply entitlement to a refund. Please contact the Registrar's Office for proper withdrawal procedures.

For purposes of account adjustments, no differentiation is made between drops, voluntary withdrawals, administrative or academic suspension.

Adjustments and refunds to Federal Financial Aid are made in accordance with the regulations set forth by the Federal Department of Education. Please contact our Office of Student Financial Services at 617.243.2227 if you have questions.

\*For the purposes of determining account adjustments due to withdrawal, a week of enrollment ends on Friday, regardless of the number of courses scheduled or attended during that period.

Withdrawal Adjustment Schedule for Tuition Fall & Spring - Full Semester Courses	
Prior to the Academic Calendar's First Day of Classes	100% credit of above fees, less enrollment deposit
Through first week* of classes	90%
Through second week* of classes	80%
Through third week* of classes	70%
Through fourth week* of classes	60%
Through fifth week* of classes	50%
Through sixth week* of classes	40%
Through seventh week* of classes	30%
Through eighth week* of classes	20%
Through ninth week* of classes	10%
After ninth week* of classes	No credit of charges

Withdrawal Adjustment Schedule for Tuition Fall & Spring - MFA	
Prior to the Academic Calendar's First Day of Classes	100% credit of above fees, less enrollment deposit
Through first week* of classes	80%
Through second week* of classes	50%
Through third week* of classes	30%
Through fourth week* of classes	20%
Through fifth week* of classes	10%
After sixth week* of classes	No credit of charges

Withdrawal Adjustment Schedule for Tuition Fall, Spring & Summer - 8 Week Courses	
Prior to the Academic Calendar's First Day of Classes	100% credit of above fees, less enrollment deposit
Through first week* of classes	80%
Through second week* of classes	60%
Through third week* of classes	40%
Through fourth week* of classes	20%
After fourth week* of classes	No credit of charges

Withdrawal Adjustment Schedule for Tuition Winter	
Prior to the Academic Calendar's First Day of Class	100% credit of above fees, less enrollment deposit
After First Day of Class	No credit of charges

## Student Accounts Office Contact Information

**Email:** [studentaccounts@lasell.edu](mailto:studentaccounts@lasell.edu)

**Phone:** 617.243.2227

**Location:** O'Connor Hall

**Mailing Address:** 1844 Commonwealth Ave, Newton, MA 02466

Office hours via phone and email are 8:30am to 4:30 pm Monday through Friday. We are closed most Friday's during the Summer. If calling and we do not answer, please leave a message. We return all voicemail messages within 1 business day, but the majority are returned the same day.