

# School of Law Guide to Fees and Payment

2010/2011  
Academic  
Year



Widener University

Enrollment Services

[www.widener.edu/onestop](http://www.widener.edu/onestop)

[www.law.widener.edu](http://www.law.widener.edu)

**2010-2011 Tuition Rates and Fees**

<b>JD STUDENTS</b>	<b>PER SEMESTER</b>	<b>PER CREDIT</b>
Regular Division		\$ 1,160
Extended Division		\$ 1,160
Bar Association Fee (JD students)	\$ 45	
Summer Session 2010 JD Courses		\$ 1,160
Summer Abroad 2010 Courses		\$ 890
Summer Abroad Application Fee		\$ 100
LLM & Doctor of Juridical Science		\$ 1,160
Master of Jurisprudence, Doctor of Laws		\$ 890
<b>JOINT DEGREES</b>		
JD classes		\$ 1,160
PSY-D classes		\$ 886
MBA classes		\$ 836
<b>LEGAL EDUCATION INSTITUTE STUDENTS (LEI)</b>	<b>PER SEMESTER</b>	<b>PER CREDIT</b>
LEI classes (including on line)		\$ 410
University College classes		\$ 490
On-line Courses		\$ 445
Student Activity Fee	\$ 15	
<b>HOUSING COSTS</b>	<b>SEMESTER</b>	<b>FEES</b>
Summer	June 1-July 26, 2010	\$1,140
	Or Monthly	\$ 570
ITAP	May 16-22, 2010 (Current residents only)	\$ 90
Bar Review	May 18-July 30, 2010 (Tentative)	\$1,140
TAP		\$ 660
<b>APARTMENTS</b>		<b>MONTHLY</b>
1 Bedroom with Study		\$ 750
2 Bedroom Standard		\$ 850
2 Bedroom Deluxe (AC)		\$ 990
<b>DORMS</b>	<b>PER SEMESTER</b>	<b>PER YEAR</b>
Shipleigh Hall	\$ 2,400	\$ 4,800
Concord Hall	\$ 2,400	\$ 4,800

**Billing / student account statement information****Payment Due Dates**

<b>SUMMER SEMESTER 2010</b>	June 1, 2010
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*Note:* Due date may vary: tuition and fees are due on the 1<sup>st</sup> day of classes. For most students this date will be June 1, 2010. If you are taking a class that begins on a different date, your tuition will be due on the 1<sup>st</sup> day of your class.

<b>FALL SEMESTER 2010</b>	1 <sup>st</sup> Year Law Students	July 12, 2010
	Continuing Law Students (JD, LLM, MJ)	August 09, 2010
	Legal Education Institute	August 16, 2010

<b>SPRING SEMESTER 2011</b>	All Students	Dec 17, 2010
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You can register for classes after a semester payment due date but you will be required to obtain financial clearance at the time of registration by providing payment in full, enrolling in a payment plan and making the first payment, having financial aid to cover the balance or a third party authorization for payment.

Widener University will provide your student account statement in electronic and hard copy formats periodically throughout the semester. You will be able to view a copy of your student account statement through CampusCruiser and the “My Online Student Account” function.

To access your online student account, you will need your Widener student ID and pin number. If you do not have your Widener student ID or pin number, just log onto Campus Cruiser. Click the WebAdvisor tab. Your ID and pin are located under the Financial Profile section on the left side of the screen.

Each time we upload an e-Bill, you will receive an email notification to your Widener assigned Campus Cruiser email address. All electronic statements will be sent to any authorized users that have been set up by the student.

**Late Payment Fees**

Each semester a late payment fee of \$125 may be assessed to student accounts that are not financially cleared on the University’s Census date. Late payment fees will be assessed regardless of the source of payment. It is the student’s responsibility to ensure that all payments have been received, payment plan enrollment has been completed, financial aid paperwork is completed, or third party authorizations have been received.

<b>FALL SEMESTER 2010</b>	Late fee assessed after 5:00 PM on	September 30, 2010
<b>SPRING SEMESTER 2011</b>	Late fee assessed after 5:00 PM on	February 4, 2011

Students with unpaid balances will be subject to the University Collection Policy. A copy of the University Collection Policy can be obtained by contacting the Office of the Bursar at 302.477.2181 (Delaware campus) or 717.541.3957 (Harrisburg campus).

### How to Pay

To pay ON-LINE with a credit card (MasterCard, American Express, Discover) or via Direct Debit from a checking or savings account:

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Log on to your Campus Cruiser account

Select the “Web Advisor” tab

Locate the Financial Profile Section

Click on “My Online Student Account”

Follow the step by step instructions to log in to your online student account

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Parents and other payers authorized by a student can directly access the Widener Student Billing and Account website at: [https://epay.widener.edu/C21798\\_tsa/web/login.jsp](https://epay.widener.edu/C21798_tsa/web/login.jsp).

There is no charge for using electronic-check (e-check) from a personal checking or savings account as a payment method. Credit card payments will be charged a 2.75% convenience fee.

### Important Note about Credit Card Payments/Refund Policy

Payments made toward student tuition accounts using a credit card will be charged a 2.75% convenience fee by our credit card vendor TouchNet/Paypath. The convenience fee is non-refundable, even if the student account payment is refunded. Authorization of a credit card payment to a student account signifies acceptance of these terms.

If you would like to mail your payment (checks only):

Make your check payable to Widener University and write your student identification number on the check. The cancelled check will serve as your receipt. Please enclose the top portion of your billing statement and address to:

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<b>Delaware Campus</b>	Widener University
	Office of the Bursar
	4601 Concord Pike
	P.O. Box 7474
	Wilmington, DE 19803-0461

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<b>Harrisburg Campus</b>	Widener University
	Office of the Bursar
	3800 Vartan Way
	P.O. Box 69381
	Harrisburg, PA 17106-9381

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**CAUTION: DO NOT SEND CASH OR CREDIT CARD INFORMATION  
THROUGH THE MAIL**

If you need to wire tuition payments to Widener University, see the wire instruction form [http://www.widener.edu/Media/Website\\_Resources/docs/Enrollment\\_Management/Wire\\_Instruction\\_Form\\_2010\\_11.pdf](http://www.widener.edu/Media/Website_Resources/docs/Enrollment_Management/Wire_Instruction_Form_2010_11.pdf) and forward to the below contact information.

If you would like to pay your account in person:

You may make your payments (cash, check, money order) in person at the Office of the Bursar on the Delaware campus or Harrisburg campus.

During the fall and spring semesters the offices are open Monday through Friday.

**Delaware Campus-** Monday, Tuesday, Thursday, Friday 9:00 a.m. to 5:00 p.m.  
Wednesday 9:00 a.m. to 6:30 p.m.

**Harrisburg Campus-**Monday, Wednesday, Thursday, Friday 9:00 a.m. to 5:00 p.m.  
Tuesday 9:00 a.m. to 6:00 p.m.

The School of Law summer schedule will be in effect from Monday, May 31, 2010 through and including Friday, August 6, 2010. Both offices are closed on Fridays.

Delaware Summer hours effective May 31, 2010-August 6, 2010, Monday-Thursday, 8:00 a.m. to 5:30 p.m.

Harrisburg Summer hours effective May 31, 2010-August 6, 2010; Monday-Thursday, 8:00 a.m. to 5:30 p.m.

**Note:** During peak times of the semester, the phone lines are extremely busy and it may be difficult to get through. Leave a message and one of the student service representatives will return your call within 24 hours. You can also contact the office by emailing your questions to [busoffde@mail.widener.edu](mailto:busoffde@mail.widener.edu).

### **University Payment Plans**

Payment plans are designed to assist students in managing the “gap” or balance remaining after all charges and financial aid have been applied to the student account. Widener University assesses charges by semester; the statement of account will reflect charges for the current semester tuition, fees, and housing. Your financial aid award letter also breaks up your annual award by semester and applies financial aid to your student account by semester. Widener payment plans are designed to assist in covering each **semester** balance.

Widener University offers two (2) semester based payment plans:

### **3 Month Summer Semester Payment Plan**

#### **Enrollment Fee: \$50**

The 3 month semester payment plan is available for the summer semester. This plan distributes the total semester estimated net charges across 3 months with payments due:

**Summer Semester** – May, June, and July

### **4 Month Fall / 4 Month Spring Semester Payment Plans**

#### **Enrollment Fee: \$50 per semester**

The 4 month semester payment plan is available for both the fall and spring semesters. This plan distributes the total semester estimated net charges across 4 months with payments due:

**Fall Semester** – August, September, October, and November

**Spring Semester** – January, February, March, and April

If you have any questions regarding payment plans or payment options contact the Office of the Bursar at [busoffde@mail.widener.edu](mailto:busoffde@mail.widener.edu) or call 302.477.2181 (Delaware campus) or 717.541.3957 (Harrisburg Campus).

### **HOW TO ENROLL IN A WIDENER UNIVERSITY PAYMENT PLAN**

<b>Step #1</b>	Log on to Campus Cruiser
<b>Step #2</b>	Select the “Web Advisor” tab
<b>Step #3</b>	Locate the Financial Profile Section
<b>Step #4</b>	Select “My Online Student Account”
<b>Step #5</b>	Enter your Widener Student ID and Pin Number to log in

*Note:* You will need your Widener student ID and pin number to log on to your online student account. If you do not have your Widener student ID or pin number, just log onto Campus Cruiser. Click the WebAdvisor tab. Your ID and pin are located under the Financial Profile section on the left side of the screen.

### **Receiving Your Excess Financial Aid**

The Office of the Bursar, in partnership with the Financial Aid and Scholarship Office, disburses financial aid to student accounts daily. All financial aid is applied to your outstanding charges on your student account. If you have more financial aid than charges, you may be entitled to have these funds remitted to you.

During the first four weeks of each semester, financial aid refund checks will be available after 2:00 PM on Tuesdays and Thursdays of each week in the Delaware office and after 11:00 AM on Wednesdays and Fridays in the Harrisburg office. You may pick your check up in the Office of the Bursar or contact the office to have the check mailed to you.

## University Complete Withdrawal Policy

Students withdrawing from all classes at the Law Center of the University will be subject to the following refund schedule for tuition and fees:

<b>FALL SEMESTER 2010</b> <b>(JD, MJ, LLM)</b>		
<b>100% Refund</b>	If withdrawal is completed prior to	August 30, 2010
<b>90% Refund</b>	August 30, 2010 through	September 10, 2010
<b>80% Refund</b>	September 11, 2010 through	September 22, 2010
<b>70% Refund</b>	September 23, 2010 through	October 4, 2010
<b>60% Refund</b>	October 5, 2010 through	October 16, 2010
<b>50% Refund</b>	October 17, 2010 through	October 28, 2010
<b>40% Refund</b>	October 29, 2010 through	November 7, 2010
<b>0 % Refund</b>	After November 7, 2010	
<b>SPRING SEMESTER 2011</b> <b>(JD, MJ, LLM)</b>		
<b>100% Refund</b>	If withdrawal is completed prior to	January 18, 2011
<b>90% Refund</b>	January 18, 2011 through	January 28, 2011
<b>80% Refund</b>	January 29, 2011 through	February 7, 2011
<b>70% Refund</b>	February 8, 2011 through	February 19, 2011
<b>60% Refund</b>	February 20, 2011 through	March 6, 2011
<b>50% Refund</b>	March 7, 2011 through	March 14, 2011
<b>40% Refund</b>	March 15, 2011 through	March 28, 2011
<b>0 % Refund</b>	After March 28, 2011	

Adjustments to charges for complete withdrawal will be effective on the date written notice is received by the appropriate program office of Widener University. At that point the total withdrawal policy and refunding of semester charges is enacted. Students have a drop/add period at the start of each semester to adjust their schedule of courses. Once drop/add ends, semester course schedules are set and there is no refund issued when a student does a course withdrawal ( a “W” is noted on the student transcript) from one or more courses throughout the semester unless the student is withdrawing from all courses in the semester.

**Note:** If you completely withdraw from the University AND have received financial aid, you may be responsible for returning financial aid funds you have received based on the eligibility requirements set by the federal government. This may result in a balance owed to the University.

## Widener University Collection Policy

All university charges, fines and services are subject to the University Collection Policy.

Billing statements will be sent to the address on file periodically throughout each semester; however, all fees and charges must be paid by the published deadlines regardless of receipt of a billing statement. It is the sole responsibility of the student to pay all fees when due. All registration, housing, and miscellaneous student fees, including parking and library fines, must be paid in the semester in which they were incurred. All accounts that are 90 days or more past due are subject to being sent to an external collection agency. The student will be responsible for all additional costs associated with collecting the debt.

Holds will be placed on future registration activity, transcripts, and other university services until the debt is paid in full.

For the complete University Collection Policy contact the Office of the Bursar.

### Office of the Bursar Contact Information

<b>Delaware Campus</b>	Widener University
<b>Mailing Address:</b>	Office of the Bursar
	4601 Concord Pike
	P.O. Box 7474
	Wilmington, DE 19803-0461
<b>Telephone:</b>	(302) 477-2181 or (302) 477-2207
<b>Fax:</b>	(302) 477-2239
<b>Email:</b>	<a href="mailto:busoffde@mail.widener.edu">busoffde@mail.widener.edu</a>
<b>Harrisburg Campus</b>	Widener University
<b>Mailing Address:</b>	Office of the Bursar
	3800 Vartan Way
	P.O. Box 69381
	Harrisburg, PA 17106-9381
<b>Telephone:</b>	(717)541.3957
<b>Fax:</b>	(717)541.1965
<b>Email:</b>	<a href="mailto:busoffde@mail.widener.edu">busoffde@mail.widener.edu</a>