**Spring 2021**

**January 19, 2021 to May 11, 2021**

**BAPM Program
Payment, Late Fee and Refund Policy**

**Program Fees for AY 2020-21:**  $975 per credit or $2,925 per 3-credit course

Spring [Payment Plan](https://bursar.uconn.edu/payment-plan-enrollment/) will open when fee bills are issued, for questions please contact Office of the Bursar at 860-486-4830 or bursar@uconn.edu

**Important Dates**

**January 15, 2021 -** Payment due

* Third Party documents due

**January 19, 2021** - First day of the semester

**February 1, 2021 -** Last day to Add/Drop courses in Student Admin
 System without a penalty.

* Courses dropped after this date will have a “W” for withdrawal recorded on the academic record.

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- More information in the Refund Policy section.

**Note: 1. Payment for Flex Courses are due on January 15, 2021.**

**2. If you enroll in any courses after the due date, payments will be due in 10 Calendar**

 **Days.**

***Payment Options:*** The University of Connecticut offers a variety of payment options. Please visit the Office of the Bursar [Payment website](http://bursar.uconn.edu/payment-options/) for more information.

**Please Note:** The BAPM office does not accept any payments.

**Late Fee Policy**

Failure to pay your bill by the due dates listed on your fee bill in the Student Administration System will result in penalty.

For more information, please refer to this [link](https://bursar.uconn.edu/graduate-students-3/).

**Placeholders (GRAD 5998) and Reinstatement fees**

Per policy, if UConn Student does not enroll in any courses in fall or spring semester, 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.  Please note, students are not required to enroll in GRAD 5998 if they choose to not enroll in Summer Term (May, Alt Sum1 and Alt Sum2).

**Refund Policy**

For information regarding refunds if you withdraw from the program, please refer to the Bursar’s Office [website](https://bursar.uconn.edu/cancellations-and-withdrawals-graduate-students-2/) for the withdrawal refund schedule.

NOTE if you drop your enrollment **after the first day of classes** you will be responsible for a portion of the fee bill.

**Add/Drop for BAPM Flex Courses:** If a student wishes to drop a course that begins after the standard add/drop period (flex course) they must complete a schedule revision request and submit that schedule revision request to their program office before the first day of their flex class. A student who drops a flex class before the start of the course will receive a full refund for that course (sans any non-refundable university fees) and will not receive a W on their transcript. There will be no refund given to a student who drops a flex course after the start of the course.

**Please note that dropping courses may adjust your financial aid package as well.**

All graduate students who wish to **withdraw from the University** for any reason must contact the BAPM Program Director, Meghan Hanrahan for acknowledgement of their withdrawal. No refunds will be made unless this procedure is followed.

 ***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 Bursar office **by the payment due date**.

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 fee and a “financial hold” on the student’s account.

In the event, the third party does not pay 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 from your employer. Any non-payments will accrue late fee.

To request a Grade letter/invoice or itemized fee bill, please email Registrar’s office at registrar@uconn.edu from **your UConn email address** and a staff member will assist you with the process.

***ADDITIONAL FEES***

***Visa Compliance Fees***

ISSS Dept. will assess a Non Refundable Visa Compliance Fee of $350/semester (Fall and Spring) to all International students.  This fee is assessed to International students on F-1 and J-1 visas to fund services related to University visa sponsorship.  Students who have this charge can contact the ISSS Office at 860-486-3855 or international@uconn.edu with their questions.  Please note, the fee will not be assessed until the 10th day of the semester.

***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 complete your tuition waiver application. Please contact Bursar student billing at studentbilling@uconn.edu if you have questions.

***UConn Health Employee***: Please contact your Human Resources Department.

**How to make a refund request**

Students expecting to receive refunds of excess financial aid should provide direct deposit information, in their [student administration account](http://www.studentadmin.uconn.edu/) to avoid paper check processing delays. Once you are logged in follow these [steps](http://www.peoplesofthelp.uconn.edu/student/st35cs90.html), click on “Enroll or Edit Direct Deposit Information” under the Finances section of the Student Center. If you have questions pertaining to your refund please contact bursar@uconn.edu.

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, please log into the Student Administration System and complete the steps in the following link <https://studentadmin.uconn.edu/sf-refund-request/>

**ALL NON-DEGREE STUDENTS PLEASE REFER TO THE EMAIL SENT BY THE BAPM PROGRAM OFFICE.**