
George Mason University

PROCEDURES FOR STUDENTS USING MILITARY OR TUITION ASSISTANCE

1. Students are responsible for full payment by the due date for each course requested. If tuition assistance paperwork is not submitted by the tuition due date, a late payment fee of 10%, up to \$250, will be assessed. For complete guidelines, please refer to the current Schedule of Classes or the web.
2. The Student G number must be included on all correspondence. Copies may be faxed to (703) 993-2460, or the original/vendor copy may be mailed. If mailing, please send to GMU Student Accounts Office, MSN 2E2, 4400 University Drive, Fairfax, VA 22030-4444. The agency credit notation cannot be applied to your account until registration in the approved course(s) is completed.
3. If you personally owe a portion of the balance due on your account, it must be paid by the due date. Check, Visa, or MasterCard payments can be made through PatriotWeb. <https://patriotweb.gmu.edu>. PatriotWeb is unavailable between 10:30 pm – 12:00 a.m. nightly, and from 7:00 am – 11:00 am on Sunday. Other payment options are available at <http://studentaccounts.gmu.edu>
4. If you change your schedule and have submitted a tuition assistance form or letter, it is critical that you immediately notify the Third Party Billing office at (703) 993-3460 or (703) 993-8964. This is to ensure proper procedures are followed to help mitigate financial issues in regard to your student account. For the tuition liability dates and additional information, please visit Student Accounts Office website, under the Important Dates.
5. If you are not classified as a Virginia resident for domicile purposes, your tuition will be assessed at the out-of-state rate. If you are stationed in Virginia, your Installation or Unit Education Office may be able to obtain the in-state rate through a Special Arrangement Contract with the University. Your Educational Training Officer can call the GMU Student Accounts Office at (703) 993-3460 or (703) 993-8964 for more information.
6. The Third Party Billing Office will not bill your agency for books, parking, application fees, tuition penalties for dropped courses, or penalties assessed due to late payments.
7. Requests for third party billing will not be accepted after the deadline that is listed in the Important Dates. If you miss the cutoff date, you will be personally responsible for the tuition payment, and may work directly with your agency for reimbursement.
8. Third party billing questions are to be directed to the Third Party Billing Office at (703) 993-3460 or (703) 993-8964.
9. If your agency requires a social security number on correspondence and/or invoices, you must sign the SSN Release Authorization. Please contact the Third Party Billing office at (703) 993-3460 or (703) 993-8964 for additional information.
10. Registration questions should be addressed to the Registrar's Office at (703) 993-2441.

****PLEASE NOTE**** Each student participating in the Third Party payment arrangement will be assessed a mandatory \$25.00 Third Party Processing Fee.