

PROCEDURES FOR STUDENTS USING MILITARY OR TUITION ASSISTANCE (TA)

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 \$125, will be assessed. For complete guidelines, please refer to the Student Accounts Website.

The student's G number must be included on all correspondence. The original/vendor copy of Financial Guarantee Letters and/or TAs can be faxed to (703) 993-2460, or mailed. If mailing, please send to George Mason University, Student Accounts Office, MSN 2E2, 4400 University Drive, Fairfax, VA 22030-4444. A memo credit notation cannot be applied to your account until registration in approved course(s) is completed.

If education benefits do not fully cover account charges, the balance must be paid by the due date. Payments may be made online and information is available on the Student Accounts Office website: <http://studentaccounts.gmu.edu/payment.html>

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 via email at TPBill@gmu.edu or phone at (703) 993-3460 or (703) 993-8964. This will ensure proper procedures are followed to mitigate potential financial issues with your education benefits. For tuition class drop liability dates and additional information, please visit the Calendar section of the Student Accounts Office website.

If you are not classified as a Virginia resident for domicile purposes, your tuition will be assessed at the out-of-state rate. Additional information on Veteran status and In-State tuition benefits can be obtained through the Office of Military Services or the Domicile area of the Registrar's Office.

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 payment or late registration.

Requests for third party billing will not be accepted after the deadline that is listed on the Student Accounts Office website in the Calendar section. Department of Defense may have earlier deadlines. Students who miss submission deadlines are personally responsible for tuition payment.

Third party billing questions may be directed to the Third Party Billing Office at (703) 993-3460/8964. Veterans or dependents using Post 9/11 GI Bill benefits, or Tuition Assistance under the provisions of the DOD MOU, should call (703) 993-4013.

Registration questions should be addressed to the Registrar's Office at (703) 993-2441.

****PLEASE NOTE**** Students participating in Third Party payment processing will be assessed a mandatory \$25.00 Third Party Processing Fee.