

## Student Matriculation Packet 2018-19

# What's inside?

**General Information & Checklist** Pg. 1-2

**Managing Your Finances Guide** Pg. 3-5

This is a short guide on the various services that fall within the Student Financial Services umbrella, how to best finance your Vassar education during your first year, and answers to frequently asked questions. We have also included a flowchart that shows you how to find the relevant websites.

**Health & Tuition Insurance Information** Pg. 6

If you plan on using your family's health insurance, then review this checklist to ensure your insurance meets required coverage. You can also find more information on the tuition insurance service.

**Student Accounts Guide** Pg. 7

Every student will handle their bill, including any additional fees or costs billed by the college, through their student account. This section will explain how to access and understand your online student account.

**Payment Plan Information** Pg. 8

If you and your family wish to pay your balance due over the course of the semester, then you may be interested in opting for a payment plan. This section will explain how the payment plan works and important deadlines.

**Important Dates & Contact Info** Pg. 8

Congratulations and welcome to Vassar! The Student Financial Services Office is here to assist you and your family as you navigate the financial process through your next four years at Vassar. We hope this document helps with understanding your financial responsibilities as a Vassar student and the resources available to you. Additional information, including important forms and documents, can be found on our website:

<https://sfs.vassar.edu>

## Planning for your financial future

Becoming a college student involves not just new educational opportunities, but the responsibility of managing and maintaining good financial health. You may not yet be on campus, but now is the time to start thinking about the expenses you will face and what you'll need to do to meet your financial needs.

Financing and managing your Vassar education is a collaborative effort between our office and your family. We are here to guide you through the required steps, offer the appropriate resources, and help you understand all financing options. However, it is ultimately up to you and your family to be financially responsible and determine the solution that will serve you best.

Please also keep in mind that applying for financial aid is an annual process at Vassar. Each year you will need to resubmit the latest information about you and your family's financial situation. This includes the Free Application for Federal Student Aid (FAFSA), College Board CSS Profile, copies of your taxes, and other information as requested by our office.

## First Steps

There are a number of things you must do before arriving on campus in August. Below is a “to do” list of these items. It is crucial that you understand the whole financial process and meet all appropriate deadlines. For direct links to these items please visit: <http://studentfinancialservices.vassar.edu/financial-aid/new-students/>

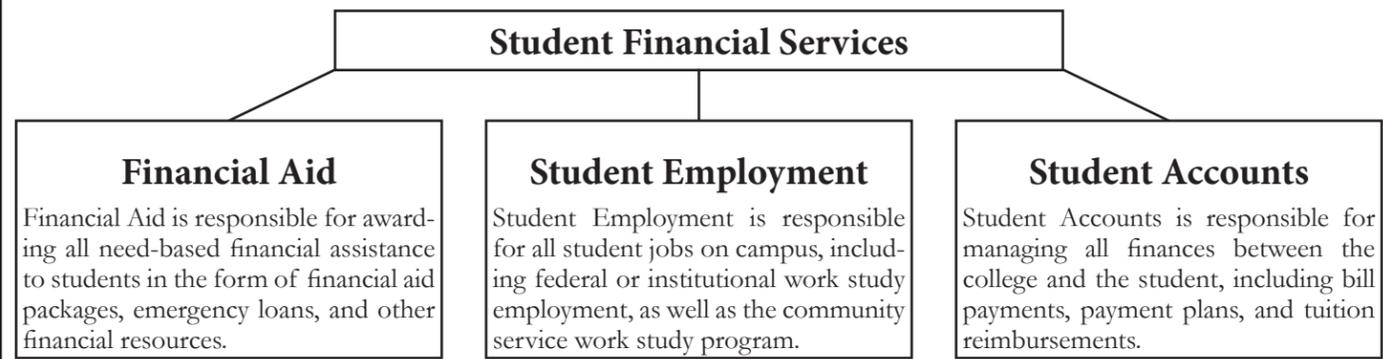
### Pre-Arrival Checklist

- Submit all requested Financial Aid Documentation
- Report any outside scholarships/awards received
- Complete the Vassar Development Survey
- Complete the Federal Direct Loan Requirements
  - Entrance Counseling and Master Promissory Note (MPN)
- Complete Health and/or Tuition Insurance Waivers (if opting out)
- Apply for a work study job (opens August 15th)
- Start budgeting: create a CashCourse account
- Pay your bill or enroll in a payment plan
  - Set up your parent/guardian as an authorized payer on your student account

**IMPORTANT** Check your email! It is very important that you check your Vassar email regularly, even before you arrive on campus. Information and reminders regarding missing documents, payment plans, insurance waivers, etc. will be sent to you at that address.

### What does our office do?

Student Financial Services encompasses three important financial service areas available to you as a student: financial aid, student employment, and student accounts. Information about all three is available on our Student Financial Services website:



## Managing Your Finances

The transition to becoming a student involves not just new educational opportunities, but the responsibility of managing and maintaining your financial health as a student. It's important to start thinking early about the expenses you will face as a student, opportunities to finance your education for the next four years, and realize all of the tools at your disposal along the way.

### Student Contribution

We expect all students on financial aid to work during each summer, including the one before you arrive on campus for your freshman year. If you do not work during the summer, then you will need to find another way to fulfill your student contribution, such as through an additional loan, so that it does not impact your financial situation in the fall. We typically discourage student who plan to fund it from their work study award as those paychecks are best used to support your in-school expenses throughout the semester.

### Federal Loan Fast Facts

If you completed a FAFSA, then you may have a Federal Direct Loan in your award package. Here are some important facts:

1. Federal Direct Loans come in two forms: Subsidized and Unsubsidized. Both loans accrue interest, however Subsidized Direct Loans will not accrue interest while you are in school.
2. The amount you can borrow is determined by class year. As a first-year student, you are eligible up to \$5,500.
3. They are subject to a small origination fee (about 1%) so the amount credited to your account will be slightly different than the amount listed on your award letter.
4. There are a wide variety of repayment options offered. Repayment begins six months after ending your student status, whether at Vassar or after finishing your graduate education.

Learn more at: <https://studentloans.gov>

### Preparing for common costs and expenses

When your financial aid is calculated, we consider not just your tuition, room and board, but also budget for other anticipated costs such as books, supplies, and travel. Unfortunately, Vassar is not able to increase your scholarship aid should you find that your expenses exceed the budgeted amount. Therefore, you must plan accordingly with your award and financial options to ensure that you can manage your finances.

Now is the best time to establish a plan for how you'll finance your needs and prevent any worries during the school year. Make a list of your expected costs and calculate how much you can reasonably save for potential unforeseen costs. We recommend using a free service like CashCourse to help you.

There are several ways to prepare for common costs and expenses. If you received a work study allowance, then you can take a work study position and get paid to cover many of your in-school costs. You can also use V-Cash to pay for your textbooks and supplies from the Juliet bookstore. Students have until Oct. 1 for the fall semester and Mar. 1 for the spring semester to charge up to \$600 in V-Cash to their student account for buying books. There are other financial options available too, such as additional federal loans.

### Do you have work study?

A campus job is a great way to earn money during the school year. This award is not applied directly to your bill, rather funds are earned, and paid to you biweekly according to hours worked. It is important to treat your job as a commitment alongside your academics and extracurriculars. Just like any job, you will report to a manager who is counting on you to be responsible and professional.

If you did not receive a work study or institutional employment award, but are interested in a job, you may still be eligible to work. At the end of the first month of the semester, the job application portal becomes accessible to all and any Vassar student may then apply for available jobs. For more information, please refer to our Student Employment FAQ on Pg. 4-5.

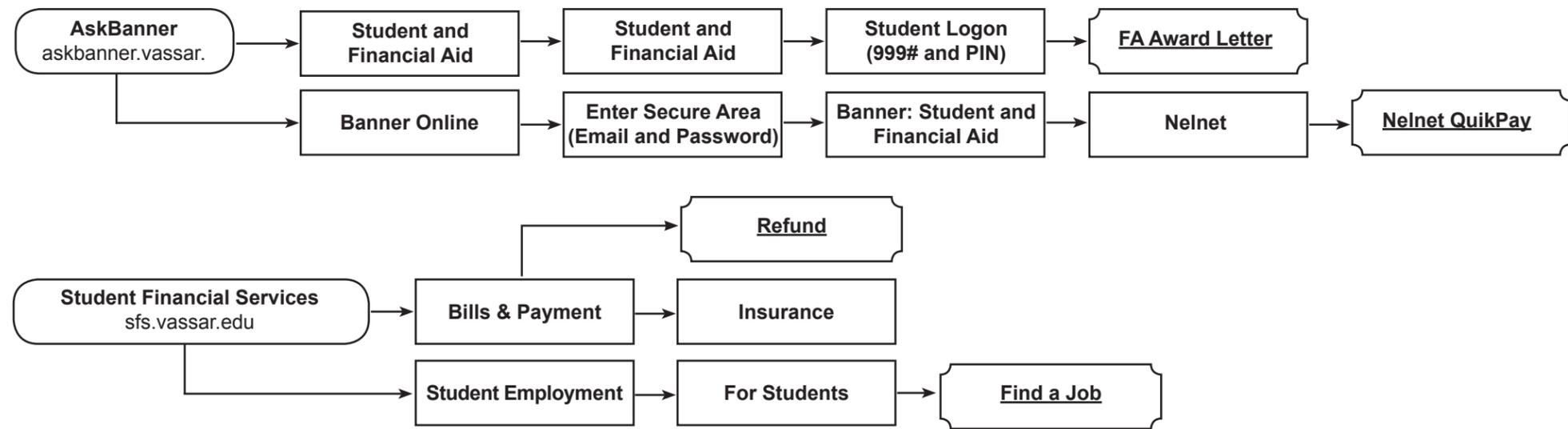
# How do I...

## Access the Vassar websites?

Vassar students can access most of the tools needed to manage their financial health through several core websites. The flowchart to the right explains how to reach certain important websites. These sites are password protected in one of two ways:

- To access your award letter, you will need the 999 number and PIN you set up when accessing your decision letter.
- To access your timesheets, Nelnet QuikPay, or apply for a job, you will need your Vassar email address and password.

It's important to check your Vassar email regularly before you arrive on campus. Important information will be sent about payment plans, insurance waivers, and other resources.



## Financial Aid FAQ

### Find my award letter?

All students who are issued a financial aid letter can view a copy of the letter from AskBanner. The letter includes a student's financial aid package, family contribution, and offer of financial aid.

For a step-by-step guide on how to retrieve the award letter, follow the [FA Award Letter](#) process in the above flowchart.

### Accept my federal loans?

Students who receive any Federal Direct Loans, such as a subsidized or unsubsidized loan, must complete entrance counseling and sign a Master Promissory Note (MPN) in order for the loan to disburse to your student account. Once all paperwork is complete, the funds will be automatically applied to your student account balance no earlier than 10 days prior to the start of classes. More information can be found at the link below:

<https://studentloans.gov/>

### Appeal my financial aid award?

Vassar awards financial aid based on demonstrated financial need. Should you feel your current financial aid package does not meet your demonstrated need or ability to pay, then you can request an appeal. Appealing your financial aid package may require you to send additional information outlining your circumstances in order to give the College a better understanding of your financial situation. Appealing is done by contacting the office by email with applicable documents and an explanation of your desired reason to appeal.

### Get an emergency loan?

Students in need of emergency funds can receive a no-interest emergency loan of up to \$300. These loans must be repaid in the shortest time possible. Application must be made to a financial aid officer.

## Student Accounts FAQ

### Waive my health and tuition insurance?

Vassar automatically applies the Gallagher health insurance fee and Dewar's tuition insurance fee to your student account. Students who already have comparable health insurance (excluding international students) or do not wish to insure their tuition expenses may waive the insurance policies.

Additional information about health and tuition insurance can be found on Pg. 6 of this document. To reach the waiver forms, follow the [Waiver Form](#) process in the above flowchart.

### Pay my bill or setup a payment plan?

In order to pay off your bill or outstanding balance on your Student Account, you will need to set up a bank account on Nelnet Quikpay in order to pay the balance or authorize a payment plan.

For a step-by-step guide to access Nelnet QuikPay and set up a payment plan or bank account for payment, please follow the [Nelnet QuikPay](#) process in the above flowchart.

### Allow a parent/guardian to make payment?

If your parent/guardian will be paying your educational expenses, you will need to give them permission to access your student account. To do so, log into Nelnet QuikPAY and follow the instructions under "Authorize Payers".

### Receive a negative balance refund?

Once all financial aid disburses, you may end up with a negative credit balance on your student account. This reflects the funds that are available for you to use responsibly for books, supplies, travel, and other educational costs. You can request these funds via the refund request form online and have them deposited directly into your bank account. To access the form, follow the [Refund](#) process in the above flowchart.

## Student Employment FAQ

### Complete my working papers?

In order to work on campus, you must complete two documents: The I-9 and the W-4. The I-9 is a work authorization form to be completed in person in the Student Financial Services office. The form requires you to present specific forms of original documentation which you will need to bring with you to campus. The W-4 will need to be completed after being hired for a job. International students on an F-1 or J-1 visa may work, but will need to apply and obtain a social security number before they can complete the W-4 and get paid.

Please visit the SFS website for more information and forms.

### Apply for a job?

Students who have work study in their financial aid package may begin applying for positions through the online JobX system on Aug. 15. All other students may begin applying for jobs on Oct. 1. We recommend that you apply for 10-15 jobs to start and continue to check JobX for new openings and apply regularly until you are hired. During the hiring process supervisors may request to interview you when you arrive to campus. Once your working papers are completed, then your supervisor can hire you through JobX, and you can begin working as of the first day of classes. To apply for a job, please follow the [Find a Job](#) process in the above flowchart.

### Enter my timesheets?

If you are hired you will arrange to meet with your work supervisor to set your schedule based on classes and other commitments. Time sheets are due every two weeks and are filled out online in Workday. If you submit your timesheet on time, then you will be paid by check or direct deposit on Friday of that week.

### Enroll in Direct Deposit for work study?

Direct Deposit for work study pay can be completed in Workday upon being hired into a job.

## Personal Finance FAQ

### Open a bank account?

Students will need a bank account in order to cash their first check or receive a direct deposit. Most local banks and financial institutions offer free student accounts that you can enroll with no minimum balance as long as you are a full-time student over 18 and have a social security number.

The college has an ATM located in the College Center that is managed by First Niagara Bank with no fees for First Niagara customers. Other institutions such as Bank of America, Chase Bank, and TD Bank are within walking distance of campus.

### Keep track of my expenses?

We care deeply about ensuring students have the financial literacy and information needed to make responsible financial decisions during their time at Vassar. We have partnered with the personal finance service site CashCourse for free tools to better explain and inform students on maintaining good financial health as a student. Make sure to sign up with your Vassar email at:

<https://cashcourse.org>

### Pay for books and supplies?

Depending on your financial situation, you may wish to use V-Cash to purchase your books at the Juliet college bookstore. Students may charge up to \$600 of V-Cash to their student account each semester. It is expected that students will use their work study or other financial assistance to pay off this charge.

### Get a laptop?

Students may be eligible to borrow a student loan in order to purchase a computer. This option is available only one time during your career at Vassar. Contact Student Financial Services to see if you are eligible and for next steps in this process.

## Health Insurance Information

Vassar College partners with Gallagher Student Health & Special Risk in order to ensure coverage for all students while attending Vassar. The college requires that all students must have health insurance in place while attending school. You will be automatically billed the insurance, but may waive it if you have your own health insurance plan. This plan must be considered comparable to the sponsored student insurance plan offered by the school to ensure you can receive care while in the Poughkeepsie, NY area. International students must opt for the Vassar sponsored student health insurance plan.

Not all insurance plans are considered comparable. Before you decide to complete the online waiver form, you should contact your private health insurance provider and ensure that **all of the services** listed in the checklist below are available to you. Any mention of “local area” services refers to within five miles of Poughkeepsie, NY at the 12604 ZIP code:

- Access to local area doctors, specialists, and hospitals
- Inpatient and outpatient hospitalization
- Access to other health care providers in emergency situations
- Access to other health care providers in routine or non-emergency situations
- Lab work, x-rays, and other diagnostic services in the local area
- Prescribed care, including physical therapy and chiropractic services in the local area
- Ambulance services and medical transport
- Prescriptions
- Inpatient and outpatient mental health, substance abuse, and counseling services
- Coverage is in effect between August 17, 2018 and August 16, 2019
- Coverage due to an injury related to the practice or play of an intercollegiate sport\*
- Comparable deductibles to the Vassar sponsored insurance plan\*\*

\*Though not required for the purpose of the waiver, please be aware that should your private insurance limit or exclude coverage for intercollegiate sports injury, the student/family may be responsible for any deductible prior to receiving coverage under the School's Intercollegiate Sports policy, if applicable.

\*\*Though your deductible is not measured as it relates to comparability and will not impact your ability to waive the school sponsored student health insurance plan, you should note the total premium of the Student Health Insurance plan carries a \$50 annual deductible. It may be less than your deductible per person under your private health insurance.

The online waiver request form must be completed each academic year and the information provided will be verified by Gallagher. Please also note that acceptance of your waiver does not guarantee your plan meets comparability standards. Vassar assumes no liability or medical costs by accepting your online waiver. Once the waiver/open enrollment period has closed, there will be no further opportunity to enroll without a Qualifying Life Event for the remainder of the academic year, so please review carefully before making a decision.

For more information, please visit the Gallagher Student Health & Special Risk website for more information:  
<https://gallagherstudent.com/vassar>

## Tuition Insurance Information

Vassar College partners with A.W.G. Dewar Inc. in order to provide a tuition insurance option for families that wish to protect against the early withdrawal of a student due to qualifying medical reasons, and augment Vassar's existing refund policy. The service is provided through the Tuition Refund Plan and is automatically charged to your student account unless you wish to waive it. The plan offers up to an 80 percent benefit on any tuition, room, and other mandatory fees paid to the college.

For more information on the Tuition Refund Plan, please visit the Student Financial Services website:  
<https://sfs.vassar.edu/billing/insurance.html>

## Student Accounts Guide

### What is a student account?

While at Vassar, your bill, scholarship, loans, and other financial matters are all handled through an all-digital service called Nelnet QuikPay that manages your overall student account. From this webpage, you can see an itemized balance of the fees paid to the college, as well as any funds disbursed or payments made. The student account will carry either a positive balance, meaning an amount you owe to the college, or a negative balance, meaning an amount you can have refunded to your personal bank account. On Nelnet QuikPay, you can also configure authorized payers who can access your student account and applicable bank accounts to send and receive funds from.

For more about accessing and managing your student account, please refer to our Student Accounts FAQ on Pg. 4-5.

### What makes up my bill?

In mid-July you will receive an email to your Vassar account announcing that your bill is available for viewing on Nelnet. While your financial aid letter details a full year of financial assistance, your bill is divided by each semester, and financial assistance is disbursed on a per-semester basis. Some additional one-time fees may also appear on your bill. Please see below for a detailed visualization on how your student account and financial aid letter can differ.

Your student account should reflect your most recent financial aid letter once you are emailed that your bill is available. If it doesn't appear accurate, you should contact us to confirm the information at [stuaccounts@vassar.edu](mailto:stuaccounts@vassar.edu). If you requested a waiver or additional loan, then it may take several days before appearing on your student account.

STATEMENT OF FINANCIAL AID				
COST OF ATTENDANCE		FAMILY CONTRIBUTION		
Tuition & Fees	56,130.00	Parent Contribution	17,956.00	
Dorm Room & Board	13,550.00	Student Contribution	1,720.00	
Books & Other Exp	2,250.00			
Travel	120.00			
<b>TOTAL BUDGET</b>	<b>\$72,050.00</b>	<b>TOTAL CONTRIBUTION</b>	<b>\$19,676.00</b>	
<b>FINANCIAL NEED (Budget less Contribution):</b>		<b>\$52,374.00</b>		
<b>OFFER OF FINANCIAL ASSISTANCE:</b>				
<i>Includes known private scholarships, employer tuition benefits, Federal and State awards. If you are aware of an award or benefit not listed here, you must notify us.</i>				
	<b>FALL 2018</b>	<b>SPRING 2019</b>	<b>TOTAL</b>	
Vassar Scholarship	23,237.00	23,237.00	\$46,474.00	Decline__
Federal Direct Loan Subsidized	1,750.00	1,750.00	\$3,500.00	Decline__
Fed Work Study Allow.	1,200.00	1,200.00	\$2,400.00	Decline__
<b>TOTAL AWARDS</b>	<b>\$26,187.00</b>	<b>\$26,187.00</b>	<b>\$52,374.00</b>	

### Visualizing your student account

The Student Account balance screen on the Nelnet QuikPay website is based on the fees and offers of financial assistance listed, if applicable, on your financial aid award letter, but distributed on a per-semester basis. Above is a sample letter with the same fees and financial assistance applied to a student account balance on the right as it appears online in Nelnet QuikPay. The amount may differ depending on additional fees, such as tuition insurance, or other one-time fees, such as a deposit fee. Your loan amounts may also differ, as origination fees are deducted from the final amount disbursed to you.

Current Balance: \$9,266.00				
Date	Term	Description	Charges	Credits
07/05/2018	Fall 2018	Fed. Direct Loan Sub.		1,732.00
07/05/2018	Fall 2018	Vassar Scholarship		23,237.00
07/05/2018	Fall 2018	Waiver-Health Insurance		1,965.00
07/05/2018	Fall 2018	Student Activity Fee	180.00	
07/05/2018	Fall 2018	Health Service Fee	220.00	
07/05/2018	Fall 2018	Health Insurance	1,965.00	
07/05/2018	Fall 2018	Tuition Undergraduate	28,065.00	
07/05/2018	Fall 2018	Dorm room & Board	6,775.00	
07/05/2018	Fall 2018	Lifetime Transcript Fee	80.00	
07/05/2018	Fall 2018	Tuition Insurance	280.00	
07/05/2018	Fall 2018	E-Check Deposit		500.00
07/05/2018	Fall 2018	General Deposit Fee	320.00	

## Payment Plan Information

Vassar offers two payment plans through Nelnet. This allows you to spread the paying of your balance across four or five months through the semester. Payments are processed automatically on the 5th day of each month from the bank account you provide. If you choose to enroll in a payment plan, then it must be done before the due date of your bill each semester. The cost to enroll is \$25/semester. Additional fees, such as late enrollment and returned payments may also apply.

### Fall 2018 Schedule:

Number of payments	Last day to enroll online	Months of payment
5	Aug 2	Aug-Dec
4	Aug 31	Sept-Dec

### Spring 2019 Schedule:

Number of payments	Last day to enroll online	Months of payment
5	Jan 3	Jan-May
4	Feb 1	Feb-May

**To enroll:** Once you receive your bill, sign into Nelnet QuikPay and select “View & Pay Accounts” > “Enroll in Payment Plan”.

### Important Dates to Remember:

<b>Jul 16</b>	Health Insurance Waiver website opens	<b>Jul 16</b>	Tuition Insurance Waiver website opens
<b>Jul 16</b>	Payment Plan website becomes available	<b>Jul 16</b>	Student Account Bill becomes available
<b>Aug 1</b>	JobX website opens for students on work study	<b>Aug 10</b>	Last day to file Tuition or Health Insurance Waiver.
<b>Aug 10</b>	Fall semester bill is due.	<b>Aug 27</b>	Move-in Day - All FA and work documents are due!
<b>Sept 4</b>	First day of classes. First day students may work.	<b>Aug 31</b>	Last day to opt in for a payment plan

### Contacting Student Financial Services

Should you have any further questions, please feel free to get in touch with us:

**Vassar College Student Financial Services**

124 Raymond Ave Box 8

Poughkeepsie, NY 12604-0008

**Phone:** (845)437-5320 **Fax:** (845)437-5325 **Web:** [sfs.vassar.edu](http://sfs.vassar.edu)

**Financial Aid:** [fnaid@vassar.edu](mailto:fnaid@vassar.edu)

**Student Accounts:** [stuaccounts@vassar.edu](mailto:stuaccounts@vassar.edu)

**Student Employment:** [stuemp@vassar.edu](mailto:stuemp@vassar.edu)