BILLING AND PAYMENT STANDARDS

The Office of Student and Departmental Account Services produces statements itemizing the activity on student accounts. Electronic billing (E-Bill) is the official means of distributing student account statements. Lewis & Clark does not mail paper statements. Notification will be sent to the student's Lewis & Clark email address when a new statement is available for viewing. Login access to E-Bill as well as information on how E-Bill functions and how to read your statement is available at: go.lclark.edu/student/account/statements.

Fall semester statements are available in July; spring semester statements are available in November. The fall deadline to settle student accounts is in mid-August. The spring deadline to settle student accounts is in mid-December. In the summer, the school does not generate statements in advance of the semester's start. To avoid any late payment penalties, your account must be settled by the first day of the semester in which you are enrolled, whether or not you have retrieved your statement. If class registration occurs after the semester due date has passed, payment is due at the time of registration. Monthly statements will be generated if, for one reason or another, your student account is carrying a balance due after the semester due date. Such balances are immediately due to Lewis & Clark.

For details of our accepted methods of payment, and an explanation of what it means to settle a student account, please visit the Student and Departmental Account Services website at: go.lclark.edu/student/accounts.

Certain forms of financial aid, such as Federal Direct PLUS Loans for graduate and professional students, Federal Direct Subsidized and Unsubsidized Loans, and Federal Perkins Loans, are scheduled for disbursement at the beginning of each semester. If you have elected to borrow under an educational loan program and have completed the additional steps outlined in the financial aid award guide to secure loan funding, Lewis & Clark will consider those funds to be fully processed. Fully processed financial aid will appear as "estimated financial aid" on the student account statement. You are required to pay only those balances not covered by the net proceeds of fully processed financial aid.

If your anticipated financial aid funds are not posted to your account shortly after the start of the semester, this may indicate that additional action is required. Please refer to the award notification information to confirm that you have completed the steps necessary to receive funding. Contact the financial aid office at 503-768-7090 or fao@lclark.edu for guidance.

Nonpayment of Charges

Students with outstanding balances will not be allowed to register or attend courses for future semesters. Lewis & Clark reserves the right to withhold grade reports, transcripts, and diplomas. Registration for future terms may also be canceled as a result of an outstanding student account balance. Full payment of any balance due is required to facilitate the release of these documents and/or to clear a student for class registration.

Additionally, Lewis & Clark reserves the right to assess late fees for all past-due student accounts. Late fees are assessed as follows: balances of $399 and below are subject to a per-semester $10 late fee, balances of $400 and above are subject to a per-semester $100 late fee.

Dishonored Payments

A $20 fee will be placed on the student's account for any payment returned to Lewis & Clark, or its payment processing partner, Tuition Management Systems, by the bank. This fee may not be reversed. Student and Departmental Account Services will send notice to the student of the dishonored payment. The student must make restitution and remit payment of the dishonored payment fee in the 10 days following this notification. The school reserves the right to refuse a personal check for payment in certain circumstances.

Audit Fee

Lecture courses may be taken for no credit on a space-available basis. The audit fee is the same as the regular tuition for the course.

Withdrawal from Lewis & Clark

Students who find it necessary to withdraw from Lewis & Clark are eligible to have their tuition charges adjusted according to the schedule that follows. Course fees will not be adjusted after the first day of class. Before any adjustment to a student's tuition charges can be calculated, the student must initiate formal withdrawal by completing documentation available in the registrar's office or online (http://www.lclark.edu/graduate/offices/registrar/forms_and_resources/withdraw). The date of notification appearing on the completed official withdrawal form is the date used to determine any adjustment to tuition charges.

Tuition Adjustment Policy

0%-1.0% of course(s) completed:
Reverse 100% of tuition charge
1.01%-10.00% of course(s) completed:
Reverse 80% of tuition charge
10.01%-25.00% of course(s) completed:
Reverse 50% of tuition charge
25.01%-50.00% of course(s) completed:
Reverse 25% of tuition charge
50.01% or more of course(s) completed:
No reversal of tuition charge

In accordance with federal regulations, students who receive financial aid and withdraw from courses during a semester are subject to a recalculation of eligibility assistance. As a result, it may be necessary to return applied federal Title IV aid funds to the appropriate aid programs. If after all adjustments are complete and the amount of assistance you are eligible to retain is in excess of your costs, these funds will be released to you. Please review the Financial Aid Withdrawal Policy and contact the Financial Aid Office for details on the financial aid implications of a withdrawal.

Refund of Credit Balances

Student account refunds will be processed on or after the first day of classes each term and only when credit actually exists on a student's account. Following the first day of classes, refunds will be released weekly, on Mondays. If the credit is a result of a reduction in a student's charges, the refund will be issued after all necessary adjustments are complete. If the credit is the result of financial aid, the refund will
be issued only after the funds are posted to the student's account. Estimated financial aid does not qualify for a refund. Please plan accordingly.

Refunds resulting from an overpayment of financial aid are to be used to cover education-related expenses such as off-campus living expenses, transportation and/or books and supplies.

Credit balances will be refunded either via electronic payment or paper check. Electronic payments will be initiated for students who have provided their bank information through our student refund portal. Paper checks will be printed for students who have not enrolled for electronic payment. Refund checks payable to the student will be mailed immediately to the student’s preferred mailing address on record.

If all of a student's expenses are covered by a formal billing arrangement between Lewis & Clark and the student's employer, a government agency or other third-party sponsor, credit balances will be refunded to the sponsor. Any exceptions to this standard will be at the discretion of the sponsor. In all other cases, credit balances on a student's account will be refunded in the name of the student.

**Procedure for Appealing Tuition Charges**

Any student wishing to appeal tuition charges may do so by writing to the graduate registrar. The written appeal must state the circumstances that have contributed to the student's need to seek a tuition charge appeal and provide documentation verifying these circumstances.

Mitigating circumstances are generally unavoidable events that are beyond the student's control. Examples of such circumstances include death in the immediate family, hospitalization or documented medical problems, work-related transfers, natural disasters, and family emergencies.

The graduate registrar will review the appeal with the chair of the student's academic department and the dean of the graduate school. If the appeal is supported, the graduate registrar will present the supported appeal to Lewis & Clark's administrative cluster for consideration.

In order for a tuition charge appeal to be considered, the student's written petition and accompanying documentation must be submitted by the end of the first week of the semester immediately following the semester in which the student is requesting an adjustment to their charges.

Please contact the graduate registrar (http://graduate.lclark.edu/offices/registrar) if you have any questions regarding the appeal process.