

Commonwealth Law School Tuition Rate and Payment Guide

2019-2020
Academic
Year



Widener University

Enrollment Services

<http://Widener.edu/BursarOffice>

commonwealthlaw.widener.edu

2019-2020 TUITION RATES AND FEES	Per Credit
JD STUDENTS	
Regular Division	\$ 1,571.00
Extended Division	\$ 1,571.00
Summer Session 2019 JD Courses / ITAP	\$ 1,571.00

FEES	
Student Bar Association Fee (JD students) per semester	\$ 60.00
Exam Soft Fee for Fall and/or Spring	\$ 30.00
Exam Soft Fee for Summer	\$ 15.00
Graduation Fee (petitioning students)	\$ 75.00

Billing /Student Account Statement Information Payment Due Dates

SUMMER SEMESTER 2019	May 20, 2019
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Summer Semester Note: Due date may vary: tuition and fees are due on the 1st day of classes. For most students this date will be May 28, 2019. If you are taking a class that begins on a different date, your tuition will be due on the 1st day of your class.

FALL SEMESTER 2019	1 st Year Law Students	July 11, 2019
	Continuing Law Students	August 8, 2019

SPRING SEMESTER 2020	All Students	January 13, 2020
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Fall & Spring Note: You can register for classes after a semester payment due date but you will be required to obtain financial clearance at the time of registration by providing payment in full, enrolling in a payment plan and making the first payment, having financial aid to cover the balance or a third party authorization for payment. If you are taking a class that begins on a different date, your tuition will be due on the 1st day of your class.

Drop/Add Period: If charges are incurred during the drop/add period, an e-bill will be generated to reflect these new charges. Payment will be due as stated on the e-bill.

You will be able to view a copy of your student account and your online activity through *myWidener* and the “My Online Student Account” function. If you have a monthly balance due, you will also be able to view the balance through your e-bill. Each time we upload an e-bill, you will receive an email notification to your Widener assigned email address. All electronic statements will be sent to any authorized users that have been set up by the student.

How to Pay

To pay ON-LINE with a credit card (Visa, MasterCard, American Express, Discover) or via Direct Debit from a checking or savings account:

Step #1	Log on to your Widener account through <i>myWidener</i>
Step #2	Enter “payment” in the search bar
Step #3	Click on “My Online Student Account”
Step #4	Enter your Widener Student ID and PIN Number
Step #5	Follow the step by step instructions to log into your online student account

Parents and other payers authorized by a student can directly access the Widener Student Billing and Account website at: www.widener.edu/ebill.

There is no charge for using electronic-check (e-check) from a personal checking or savings account as a payment method. Credit card payments will be charged a 2.85% service fee.

Important Note about Credit Card Payments/Refund Policy

Payments made toward student tuition accounts using a credit card will be charged a 2.85% service fee by our credit card vendor TouchNet/Paypath. The service fee is non-refundable, even if the student account payment is refunded. Authorization of a credit card payment to a student account signifies acceptance of these terms.

If you would like to mail your payment, please send checks only. Widener Law Commonwealth will not accept cash payments. In lieu of cash, payments may be submitted via cashier’s check or money order.

Make your check payable to Widener University and write your student identification number on the check. The cancelled check will serve as your receipt. Please enclose payment and mail to:

Widener University Commonwealth Law School Attn: Enrollment Services
3737 Vartan Way
Harrisburg, PA 17110

CAUTION: DO NOT SEND CREDIT CARD INFORMATION THROUGH THE MAIL

If you need to wire tuition payments to Widener University, email your request to the University Bursar at busoffmc@widener.edu including student name and Widener ID in the body of the email.

During the fall and spring semesters the offices are open Monday through Friday.

Campus Hours: - Monday, Wednesday, Thursday, Friday 9:00 a.m. to 5:00 p.m.
Tuesday 9:00 a.m. to 6:00 p.m.

Widener Law Commonwealth summer office hours (June 3, 2019 through and including August 9, 2019) are Monday-Thursday, 8:00 a.m. to 5:15 p.m. *Offices are closed on Friday.*

Note: We encourage students to come into the Enrollment Services Office or call with any questions or concerns. If you leave a message, we will return your call within 24 hours. You can also contact the office by emailing your questions to busoffmc@widener.edu.

University Payment Plans

Payment plans are designed to assist students in managing the “gap” or balance remaining after all charges and financial aid have been applied to the student account. Widener University assesses charges by semester; the statement of account will reflect charges for the current semester tuition, fees, and housing. Your financial aid award letter also breaks up your annual award by semester and applies financial aid to your student account by semester. Widener payment plans are designed to assist in covering each semester balance.

Widener University offers two (2) semester based payment plans:

3 Month Summer Semester Payment Plan

Enrollment Fee: \$50 (Non-refundable)

The 3 month semester payment plan is available for the summer semester. This plan distributes the total semester estimated net charges across 3 months with payments due:

Summer Semester – May, June, and July

4 Month Fall / 4 Month Spring Semester Payment Plans

Enrollment Fee: \$50 per semester (Non-refundable)

The 4 month semester payment plan is available for both the fall and spring semesters. This plan distributes the total semester estimated net charges across 4 months with payments due:

Fall Semester – August, September, October, and November

Spring Semester – January, February, March, and April

If you have any questions regarding payment plans or payment options contact the Office of the Bursar at busoffmc@widener.edu.

How To Enroll In A Widener University Payment Plan

Step #1	Log on to your Widener account through <i>myWidener</i>
Step #2	Enter “payment” in the search bar
Step #3	Click on “My Online Student Account”
Step #4	Enter your Widener Student ID and PIN Number
Step #5	Follow the step by step instructions to log into your online student account

To access your online student account, you will need your Widener student ID and PIN number. If you do not have your Widener student ID or PIN number, just log onto *myWidener* and enter “PIN” in the search bar. Click on What’s My ID and PIN.

Parents and other payers authorized by a student can directly access the Widener Student Billing and Account website at: www.widener.edu/ebill.

If you have any questions regarding payment plans or payment options contact the Office of the Bursar at busoffmc@widener.edu.

Late Payment Fees

The late payment fee of \$125 (Non-refundable) is assessed each semester to all student accounts that are not financially cleared as of the payment due date section on the bill. Late payment fees will be assessed regardless of the source of payment. It is the student’s responsibility to ensure that all payments have been received, payment plan enrollment has been completed, financial aid paperwork has been completed or third party authorizations have been received by the published due dates.

A \$25 (Non-refundable) late fee will be assessed to payment plan accounts for each payment that is past due.

Insufficient Fund Fees

A fee of \$25 (Non-refundable) will be assessed for insufficient funds; which include invalid account numbers and stop payments, from any check or ACH payment that is returned.

Receiving Your Excess Financial Aid

The Office of the Bursar, in partnership with the Financial Aid Office, disburses financial aid to student accounts daily. All financial aid is applied to your outstanding charges on your student account. If you have more financial aid than charges, you may be entitled to have these funds remitted to you. Financial aid refunds are available through ACH or paper check option. Paper checks will automatically be mailed to the address in the system.

To sign up for Direct Deposit, which is our preferred method of delivery, the electronic form is available through *myWidener*. Financial aid refunds are available through ACH or paper check option. Paper checks will automatically be mailed to the address in the system.

Step #1	Log on to your Widener account through <i>myWidener</i>
Step #2	Enter “Bank Information” in the search bar
Step #3	Click on “Bank Info for Refund”
Step #4	Fill out bank numbers/check agree/click submit

University Complete Withdrawal Policy

Adjustments to charges for complete withdrawal will be effective on the date written notice is received by the appropriate program office of Widener University. At that point the total withdrawal policy and refunding of semester charges is enacted. Students have a drop/add period at the start of each semester to adjust their schedule of courses. Once drop/add ends, semester course schedules are set and there is no refund issued when a student does a course withdrawal (a “W” is noted on the student transcript) from one or more courses throughout the semester unless the student is withdrawing from all courses in the semester.

Students withdrawing from all classes at the Law Center of the University will be subject to the following refund schedule for tuition and fees:

Commonwealth Refund Schedules:

Summer SU1 Semester	
100% Refund	If completed by the last day of drop/add
50% Refund	If completed by calendar day 15
0% Refund	No refund after calendar day 15

Fall and Spring Semester	
100% Refund	If completed by the last day of drop/add
90% Refund	If completed by calendar day 19
80% Refund	If completed by calendar day 31
70% Refund	If completed by calendar day 43
60% Refund	If completed by calendar day 55
50% Refund	If completed by calendar day 66
40% Refund	If completed by calendar day 76
0 % Refund	No refund after calendar day 76

***The first day of the semester refers to the official start date of the semester. Please refer to the academic calendar for important semester dates.**

Note: If you completely withdraw from the University AND have received financial aid, you may be responsible for returning financial aid funds you have received based on the eligibility requirements set by the federal government. This may result in a balance owed to the University.

Veteran's Benefits and Transition Act of 2018

A student who anticipates receiving educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits is provided with the opportunity to enroll in and attend classes, without any late fee being imposed, even if the student's anticipated educational assistance from the VA Educational Benefits has not yet arrived at the University. In addition, a student will be able to utilize all University student services, including the library.

This policy is in place for students who have provided to Widener University a certificate of eligibility for entitlement (this may include a Statement of Benefits obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes for the upcoming term.

The policy may cease once the VA has made payment to the University OR 90 days after the University has received the certificate of eligibility and certified tuition and fees.

For Chapter 31 and Chapter 33 Educational Benefit recipients, Widener University requires students to complete a form and possibly provide additional information to the VA Certifying Official so their certification of enrollment is accurate.

Widener University Collection Policy

All university charges, fines and services are subject to the University Collection Policy.

Delinquent account statements will be sent to the address on file periodically throughout each semester. All fees and charges must be paid by the published deadlines regardless of receipt of a billing statement. It is the sole responsibility of the student to pay all fees when due. All tuition charges and miscellaneous fees such as parking and library fines, must be paid in the semester in which they were incurred. All accounts that are 90 days or more past due are subject to being sent to an external collection agency. The student will be responsible for all additional costs associated with collecting the debt.

Holds will be placed on future registration activity, transcripts, and other university services until the debt is paid in full.

Contact Information:

Campus	Widener University Commonwealth Law School
Mailing Address:	Widener University Commonwealth Law School
	3737 Vartan Way
	Harrisburg, PA 17110
Fax:	717-541-1964
Email:	busoffmc@widener.edu