

# INTERNATIONAL STUDENT FINANCIAL POLICY & PROCEDURES

## International Admissions Deadline for Applications

- Fall Semester: May 1
- Spring Semester: October 1

## Admission Requirements

See Admissions (<http://catalog.georgian.edu/undergraduate/admission/>) section of catalog.

**All students applying for an F-1 (student) visa must submit the following:**

1. Declaration of Finances (Affidavit of Support). U.S. visa regulations require that a student's admission be based upon academic acceptance and satisfactory evidence of adequate funds to meet the expenses involved in the proposed program of study. Students must submit documentary evidence of the amount of financial support available from personal resources, family funds, or another sponsor (e.g., an employer or government organization) that will provide funds for their educational and living expenses at Georgian Court University. The evidence required depends on the source of financial support. All forms must be less than six months old.
2. If personal resources are the source:
  - a. A letter from the student stating that he/she will provide for his/her own expenses;
  - b. Personal bank statements, an official letter from the student's bank stating his/her balance, or certification of income from the student's employer.
3. If family resources are the source:
  - a. Letter of sponsorship from the family member(s) indicating his/her relationship to the student and the duration and level of support;
  - b. Bank statements, an official letter from the sponsor's bank, or certification of income from the sponsor's employer.
4. If another sponsor is the source (e.g., employer, government, organization):
  - a. Declaration of Finances from the sponsor or organization that states
    - i. name and address of the sponsor,
    - ii. duration of support,
    - iii. dollar amount available for educational expenses,
    - iv. dollar amount available for living expenses, and
    - v. how the funds will be disbursed to the university (e.g., monthly, quarterly).
  - b. If the sponsor wishes to be billed by Georgian Court University, this must be stated in the letter. Be sure to make it clear if fees, room and board, and health insurance should be billed in addition to tuition.

## Deadline for Payments for New Students and Returning Students:

### Due Date for Payment

Bills will be made available through Transact for all registered students 6 weeks prior to the start of each semester. Accounts must be settled by the student by the due date, which is three weeks prior to the semester start. A settled account is defined as total payments covering all current charges on the student statement. Total payment includes

- payments by ACH, check, credit card, or cash;
- Georgian Court scholarships awarded to the student; and
- expected payments through enrollment in our monthly payment plan.

Charges not paid by the due date are subject to a \$66.00 late fee. A billing hold will also be placed on the student record that prevents the student from registering for additional classes and accessing final grades and/or unofficial transcript until the balance is paid.

If a student account continues to be unpaid, the account will be sent to a collection agency. All collection and legal fees may be added to the outstanding balance for which the student will be responsible. It is the student's responsibility to frequently check their account in their Self-Service portal to ensure the balance is current.

### Payment Methods

Payment can be made via Transact or directly to the Office of Student Accounts. Online payments through Transact can be made via ACH from a bank account at no cost. Credit/debit card payments can only be made online. We accept Visa, MasterCard, Discover, and American Express. Credit/debit card payments incur a nonrefundable fee of 2.95% of the payment amount. Payments in the form of cash, check, or money order may be made during posted office hours in Scully Registration and Finance Center. Checks should be made payable to Georgian Court University and include the student ID number.

### Tuition Payment Plan

The university offers an online monthly installment plan through Transact. There is a \$55.00 enrollment fee each semester in which the student or family enrolls; however, there are no interest charges. Please note that students must enroll each semester to participate in the payment plan.

### Wire Transfers

We accept wire transfers through Flywire. To originate payments from a bank in your home country go to <https://flywire.com/pay/georgian> (<https://flywire.com/pay/georgian/>).

The Higher Education Act of 1965 states in Section 116 the financial responsibility of foreign students. Nothing in this act or any other federal law shall be construed to prohibit any institution of higher education from requiring a student who is a foreign national (and not admitted to permanent residence in the United States) to guarantee the future payment of tuition and fees to such institution by

- making advance payments of such tuition and fees;
- making deposits in an escrow account administered by such institution for such payments;
- obtaining a bond or other insurance that such payments will be made.