Payment Options and Student Account Services
2014-2015
We are delighted that you have chosen to attend the University of La Verne. To assist you, we are offering this guide that will walk you through the necessary steps for setting up all of your financial arrangements. The term “Financial Arrangements” refers to the manner in which you pay for your educational costs at the University. The most common financial arrangements are 1) payment in full, 2) enrolling in a payment plan or, 3) accepting and completing all the necessary requirements for financial aid. **If you have financial aid, but are not fully covered, please be sure to pay the remaining balance in full or enroll in the payment plan two weeks prior to the start of the semester.** If you have questions or would like to schedule an appointment regarding your account, please contact the Office of Student Accounts at 888-788-2455 or send an email to stuaccts@laverne.edu.

**Tuition and Fees: 2014-2015***

<table>
<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Full Time</td>
<td>$12,500</td>
<td>$25,000</td>
</tr>
<tr>
<td>Tuition, Part Time</td>
<td>$9,800</td>
<td>$19,600</td>
</tr>
<tr>
<td>Bar Readiness Fee</td>
<td>$434-$769</td>
<td>$868-$1,538</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$120</td>
<td>$240</td>
</tr>
<tr>
<td>Multipurpose Fee</td>
<td>$246</td>
<td>$492</td>
</tr>
<tr>
<td>Student Bar Association Fee</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$65</td>
<td>$125</td>
</tr>
</tbody>
</table>

*For a complete list of fees, please refer to the current course catalogue
**Payment Options:**
The University accepts payments by cash, check, money order, traveler's check, wire transfer, or by electronic check. Credit card payments are also accepted online through MyLaVerne. Accepted forms of credit card payments include: VISA, Mastercard, and Discover. Credit card payments will not be accepted in person, over the phone, or by mail for tuition. If you have a balance due, please select one of the payment options below:

1. **Payment in Full:** To pay your balance in full, you may select any of the following payment methods:
   
   **A. Pay Online**
   
   - Go to [www.laverne.edu](http://www.laverne.edu) and click on the My LaVerne
   - Click on La Verne Portal and log in
   - Select Student Account Info
   - Select Student Account Services
   - Click on Term Balance and enter the term
   - Click on My Student Account Center
   - Click on Make a Payment

   **B. Pay by Mail**
   
   Make all checks and money orders payable to the University of La Verne. Your student ID number must be clearly printed on the check. Please mail to:
   
   University of La Verne  
   Attn: Student Accounts  
   1950 Third Street  
   La Verne, CA 91750

   **C. Pay in Person**
   
   Students who pay in person should bring their cash or checks to the Office of Student Accounts located in Woody Hall on the Main Campus. You may also drop off your payment after hours in the drop box located outside of Woody Hall. Please do not deposit cash in the drop box.
2. Enrollment in a Payment Plan

How to enroll:
- Go to www.laverne.edu and click on MyLaVerne
- Click on La Verne Portal and log in
- Select Student Account Info
- Select Student Account Services
- Click on “My Student Account Center”
- Click on the Payment Plan Tab

Cost to participate:
- $75 nonrefundable enrollment fee (per semester)

Payment methods:
- Automatic Bank Payment (ACH)
- Credit card/debit card

Payment Plan Enrollment Dates:

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Sunni</th>
<th>Number of Payments</th>
<th>Months of payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to enroll online</td>
<td>Required down payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 25th</td>
<td>20%</td>
<td>4</td>
<td>Aug-Nov</td>
</tr>
<tr>
<td>Aug 11th</td>
<td>25%</td>
<td>3</td>
<td>Sept - Nov</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2015</th>
<th>Sunni</th>
<th>Number of payments</th>
<th>Months of payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to enroll online</td>
<td>Required down payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 2nd</td>
<td>20%</td>
<td>4</td>
<td>Jan - Apr</td>
</tr>
<tr>
<td>Jan 19th</td>
<td>25%</td>
<td>3</td>
<td>Feb - Apr</td>
</tr>
</tbody>
</table>

Note: All down payments are processed immediately. Monthly payments are processed on the 25th of each month.
Student Accounts Services:

Disbursements and Direct Deposit

Students must meet eligibility requirements before financial aid is disbursed. Eligibility requirements include but may not be limited to the following: registered for classes, maintaining satisfactory academic progress, enrolled in the correct number of units and satisfying and completing necessary documentation. If eligible, a refund check or direct deposit will be generated within 14 days of the date your student account results in a credit status. **To sign up for direct deposit,** please follow these easy steps:

- Go to www.laverne.edu and click on MyLaVerne
- Click on La Verne Portal and log in
- Select Student Account Info and select Student Account Services
- Click on My Student Account Center
- Click on the eRefund tab and click on Set up account
- Provide your bank account information

Book Authorizations

Book authorizations are available to students whose financial aid exceeds their cost of tuition and fees. In order to be eligible for a book authorization, you must be registered for classes, all documents and forms necessary for disbursement of funds must be completed, and the Federal Funds Authorization Form must be completed and signed. This form can be found under the “Forms to Download” section at http://sites.laverne.edu/student-accounts/forms-to-download/ and faxed to (909) 392-2796. Book authorizations are generally available the week prior to the start of each semester. The book store authorization schedule is available at http://sites.laverne.edu/student-accounts/book-authorizations/.
Parking Permits

Parking permits may be obtained online at: http://sites.laverne.edu/parking/faculty-and-staff-parking-permit-process/. Click on the link to the Permit Store. For parking permit regulations, please go to: http://sites.laverne.edu/parking/. The cost of the permit is $65 per semester or $125 for the year.

Student Health Insurance

All students enrolled in and attending classes at the University are eligible, if qualified, to enroll. Please note, a student can only purchase the Student Insurance Plan through the Add/Drop period each term. The cost of the insurance is $519 per semester and the dates of coverage are listed below. If you have questions regarding student health insurance, please contact the Student Health Center at 909-448-4619.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Effective Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>08/25/2014</td>
<td>02/02/2015</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>02/02/2015</td>
<td>08/24/2015</td>
</tr>
</tbody>
</table>
Student Accounts Contact Information:

1950 Third Street • La Verne, California 91750 • 909.448.4060 • Fax 909.392.2796
stuaccts@laverne.edu • http://sites.laverne.edu/student-accounts/