

Spring 2018 Study Abroad Student Orientation

Student Administrative Services

Friday December 1, 2017

Contact Info –

Bursar – Dave Alexander, dhalexander@loyola.edu, 410-617-2185

Int'l Programs Acc't Specialist – Yvette McMillan, ymcmillan@loyola.edu, 410-617-2532

Web Site - <http://www.loyola.edu/sas>

Parking – Letters regarding parking registration for the 2018-2019 academic year will be e-mailed in April 2018 to all students. Please keep an eye out for this. The e-mail will contain instructions on how to register for parking and make payment. Remember: to be included in the **convenience parking lottery** your registration must be received in SAS by 06/30/18.

All students registering after the deadline will be placed at the FAC or York Road parking lots. A wait list will be available for convenience parking.

Students who currently have parking will automatically be refunded 50% of the registration fee. We will then mail home your refund check over the holiday break.

If you don't want a refund because a sibling is going to continue using the vehicle, let us know.

Evergreen Account – As you are probably aware, Evergreen accounts never expire. Any balance left on the Evergreen account at the end of the fall 2017 semester will remain and be ready for use and replenishing when you return in fall 2018. If you would like to have your balance refunded and not left on your accounts while you are away, please contact us. You can stop by SAS before you leave for the semester break or e-mail us at sas@loyola.edu. Keep in mind that all undergraduate refunds are sent to the Accounts Receivable address in the name of the person(s) that you designated as the bill payer.

Meal Points Account – Please keep in mind any money left on the meal points account at the conclusion of the spring 2018 semester is forfeited. We encourage all students to plan accordingly and use all money on this account before departing for the fall semester.

Tuition Billing

Loyola Sponsored Programs – Bills for the spring 2018 semester are being sent the first week of December. Payments for all programs are due Monday, January 5, 2018.

Non-Loyola Study Abroad Programs & Affiliations - Tuition, housing and any fees associated with your Non-Loyola program are accessed through the school you are traveling with; you should consult with them regarding billing schedules and payment arrangements. Students studying with an affiliation are not charged any fees from Loyola University Maryland. All students studying with a Non-Loyola Program or an Affiliation that receive Financial Aid must keep in mind that all federal forms of aid are still administered through Loyola University Maryland and you should see Yvette McMillan in SAS for disbursement guidelines.

Please keep in mind that in all cases any student whose bill is not in a current status will be subject to financial holds on your account. Restrictions will deny access to WebAdvisor for grade reports and future registrations.

Monthly Payment Plans –Students traveling to any program that is billed by Loyola University Maryland can continue to use Tuition Management Systems (TMS). Students and parents who would like help setting new payment plan budgets through TMS can call Yvette McMillan at 410-617-2532. Yvette can also assist students/parents who currently have a plan but need adjusting.

Tuition & Housing Deposit for Fall 2018 – Students in any abroad program for spring 2018 will have letters sent home to their parents or guardians explaining how to make this deposit. Letters will be sent home the last week of January 2018 and all deposits are due the end of February. Please have your parents look for this as the deadline for this deposit is very important. Any one that does not make a deposit before the deadline is subject to late fees and will have to place their name on the housing wait list if housing is desired for fall 2018.

Important Dates to Remember:

January 5, 2018 – Spring 2018 Bills Due

February 2018 – Fall 2018 Tuition & Housing Deposit Due

April 2018 – Parking Registration Information e-mailed

June 30, 2018 – Parking Registration & Payment Due