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TULANE LAW SCHOOL SUMMER PROGRAM

POLICIES & IMPORTANT DEADLINES

IMPORTANT DEADLINES

TUITION IS DUE BY THE FIRST DAY OF THE PROGRAM.
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(If you do not pay your tuition by the deadline you will not be dropped from the program, you will, however, be assessed a finance charge.)

NON-TULANE STUDENTS:

SUBMIT LETTER OF GOOD STANDING: 15 days prior to the program start date (not applicable to practicing attorneys)
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SUBMIT COPY OF VALID PHOTO ID: 15 days prior to the program start date

WITHDRAWAL DEADLINES (Please see detailed process below)

HOUSING: 30 days prior to program start date, non-refundable beyond this point

TUITION: 15 days prior to the program start date, non-refundable beyond this point

HOUSING

If you selected housing on your application, you are automatically registered and the cost will be added to your tuition balance. Please be aware that Tulane Law School must pay in advance for student housing. If you decide to add or remove housing please contact lawabroad@tulane.edu, this must be done by one month prior to the start of your program.

Housing payments are refundable until **30 days prior** to the start of your program. They are **non-refundable beyond this point.**

WITHDRAWALS

If, after you send in your application and tuition deposit of \$200, you decide to withdraw, your tuition will be refunded less the deposit if we receive written notice of your withdrawal by **two weeks prior to** the start date of your program.

You **must** submit in writing, to lawabroad@tulane.edu, your intentions to withdraw. **Oral notification will not be accepted. Written notification to anyone other than Maria L Landry will not suffice as a withdrawal. Receipt of withdrawal must be received from Maria L Landry.**

You may send your written notice of withdrawal to:

Maria L Landry
lawabroad@tulane.edu
Office of International Legal Programs
Tulane Law School
6329 Freret Street, Suite 155
New Orleans, LA 70118-9923

FINANCIAL AID

You may apply for financial aid in the form of loans as long as you enroll for courses on at least a half-time basis according to your school. According to Tulane Law School's Academic Services Office, this is 5 hours during the summer. If you do not subsequently complete the credit hours for which you initially register, however, you may be liable for the immediate repayment of loan funds to the lender.

[Summer Abroad Cost of Attendance Addendum Summer 2018](#)
(Updated 2019 Cost of Attendance will be released in early spring).

Due to financial aid requirements, if you change the number of credit hours you plan to take, please contact the Financial Aid Office at finaid@law.tulane.edu.

Be aware that if you receive financial aid for courses which you do not complete, your loan might be canceled or your loan amount might be billed back to you and returned to your lender.

TULANE STUDENTS:

- Complete a [Summer Addendum Form](#) due by June 14, 2019.
(the updated 2019 form will be available in late spring)
- Complete the appropriate loan application.
(not a federal loan, but rather a credit-based commercial loan, in most cases)

NON-TULANE STUDENTS:

- **MUST** submit, **at least 2 weeks prior to the start of the program**, a proof of enrolment letter from your current law school verifying that you are in good standing. **We are unable to award credits for any course until we receive a letter of good standing from your institution.**
- Contact the financial aid office at your home school to find out about their summer financial aid procedures and timeline.
- Your financial aid office will likely send our office a "consortium agreement." A consortium agreement is a document completed by both Tulane and your home school, and includes the budget information for your program, so that your home school can determine what you can borrow.
- Consortium agreements should be sent to the following address:

Office of Financial Aid
Weinmann Hall, Ste. 155
6329 Freret Street
New Orleans, LA 70118
Fax Number: 504-865-6710

Contact Person: Sheila Bauer 504-865-5931 or finaid@law.tulane.edu

- Requests for "consortium agreements" and budget information will be processed beginning in March by Tulane Law School's Financial Aid Office after you have submitted an application for at least 3 hours and a commitment deposit for programs which have space available.
 - If your home school will not process aid for a Tulane summer program, the financial aid office at Tulane Law School can process (but no sooner than March) an application for a credit-based commercial loan (not a federal loan), which may or may not be approved by a lender after a representative of your school certifies certain enrollment information about you.
 - You must still first contact your home school's financial aid office to find out whether or not they will process your financial aid for the summer. If they refuse to process aid, contact the Tulane Law School Financial Aid Office for special materials.

ALL STUDENTS MUST:

- Be aware of the disbursement timing and requirements to keep summer aid. In some cases, schools or lenders may not disburse loan proceeds until the start of the program you are attending.
- Be aware that, if you receive financial aid for courses which you do not complete, your loan may be canceled or your loan amount may be billed back to you and returned to your lender.
- Because of the early start dates for some of our summer programs abroad, the relatively late dates when processing can begin, and the processing time itself, it is likely that your loan proceeds will be unavailable in time for your departure.
- It is important, therefore, that you have some other source of funds to "tide you over" until the loan proceeds become available to you.
- It is also very important that you make arrangements for someone to pay your bills at home while you are abroad so that your credit history is not blemished as a result of your absence.
- Register for [Global Rescue](#). Global Rescue will provide you with medical, personal, travel and security advice and assistance as well as access to online information for up-to-date travel conditions and other important information. The registration is free of charge.

Even if you are receiving financial aid, finance charges will be incurred if payment is not received by the payment deadline. Although deposit billing is initially handled by the Academic Services Office at Tulane Law School, the Tulane University Accounts Receivable Office finalizes billing, and will assess finance charges for those registrants who have unpaid balances after payment deadlines have passed. The finance charge is less than 2% per month, assessed directly by the Accounts

Receivable Office. Further questions regarding your tuition bill or finance charges should be directed to Accounts Receivable (504-865-5368 or 800-798-7633) or via e-mail (acctrec@tulane.edu).

If you do not pay your tuition by the deadline you will not be dropped from the program, you will, however, be assessed a finance charge if your payment is not received by that time. The finance charge is assessed directly by Tulane University's Accounts Receivable Office.

Questions regarding your tuition bill should be directed to Accounts Receivable (504-865-5368 or 800-798-7633) or via e-mail (acctrec@tulane.edu).

- You can pay your bill online through Gibson Online <http://gibson.tulane.edu>, by phone, or via wire transfer:
- You can login to Gibson with your username and password, which you should receive in two emails from Tulane University Technology Services by early April. If you are unable to locate these, you can reset your password by visiting <https://password.tulane.edu/> using the alternate email you provided on your application.
- Credit card payment is also accepted by phone with PHONECHARGE at (877) 605-7646 although a convenience fee will be charged.
- Information regarding wire transfers can be found on the [Accounts Receivable International Payment Options](#) website.

If you continue to have trouble logging in to <http://gibson.tulane.edu>, you can contact Technology Services directly by any of the four methods below:

- 1) Write help@tulane.edu
- 2) Call us Monday through Friday 7AM - 7PM, at 504-862-8888 or 866-276-1428.
- 3) Search the Knowledge Base at <https://tulane.service-now.com/kb>
- 4) Go to the TSNOG online at <https://tulane.service-now.com/>

Once logged in, the most efficient and timely way to make a payment to your account is to pay online through the Netpay link on Gibson, charging your checking or savings account. Checking or savings account payments are received automatically Monday through Friday and there are no convenience fees added. Tulane does accept MasterCard, American Express and Discover card credit card payments made online through Netpay. Tulane does not accept VISA for Accounts Receivable payments. There is a convenience fee assessed for all credit card transactions. Accounts Receivable does not accept payments in the office or by phone.

Checks or money orders should be mailed to:

Tulane University
Bursar Office, Bruff Commons
31 McAlister Drive
New Orleans, LA 70118

NOTE: If you do send a check, please write your name and student ID number on the check or include it with your payment. Please do not mail cash payments. Do not send tuition payments to the Law School.

GRADES/TRANSCRIPTS

Once grades are received and posted at the end of the program (normally 30 days after the completion of your program), you will be able to access your grades via [GibsonOnline](#), once you have logged in. You may also request transcripts through [GibsonOnline](#).

NOTE: Transcripts are not automatically sent to your home school. You must request a transcript from the Tulane University Registrar's Office (via the link on [Gibson](#)). You may also request your transcript from the Registrar's Office by submitting a transcript request form located at <http://www.registrar.tulane.edu>, under the Transcript Request link.

Lastly, you will be automatically registered for the courses you have selected on your application. For this reason, you do not need to worry about the Immunizations Registration Hold, since you are already registered. You would only need to worry about this if you were a full-time Tulane student and needed to register for something else at Tulane in the future.

Tulane Students: If you are concerned about whether your courses duplicate courses taught during the school year, please review your course selection with [Dean Gaunt](#).