

# Office of the Bursar 2011 Summer School Worksheet

(Must complete and return separate Bursar Worksheet for each summer session.)

Name (Last, First, Initial) \_\_\_\_\_ NU ID# A00 \_\_\_\_\_  
 Address (home) \_\_\_\_\_ or campus box # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Current daytime phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_  
 Norwich E-Mail address (e-bill goes to this address only) \_\_\_\_\_@student.norwich.edu

**Early Summer Session:** Meals not available during this session. Full payment is due by Monday, May 2, 2011.

	Tuition /fees + Housing (optional)			Total
ID 110 – Ecology and Geology of the CT River	\$1,875.00 + \$145.00	=		_____
HI 415 – Regional Material Culture	\$1,308.00 + \$314.00	=		_____
	Total			_____

**Tuition Cost Information and due date:** Payment is due two weeks before the start of each session. All financial aid applications must be completed and approved by the due date.

Tuition Fee per credit hour is \$436.00. (3 credits = \$1,308.00, 4 Credits = \$1,744.00)  
 Lab Fee is \$20. Nursing course clinical fee is \$463.

**Summer Sessions** (check only one):     Session 1     Session 2     Session 3

CRN#	Course Number	Course Title	Credits	Tuition	+ Lab Fee	=	Tuition
_____	_____	_____	_____	_____	_____	=	\$ _____
_____	_____	_____	_____	_____	_____	=	_____
_____	_____	_____	_____	_____	_____	=	_____
Total tuition cost							\$ _____

**Housing Information for Sessions 1 and 2**

Check one:     Double Room = \$1,663.00  
                    Single Room (space available only) \$2,460.00                      Housing cost                      \$ \_\_\_\_\_

**Total for Tuition and Housing** (indicate estimated cost on registration form)    \$ \_\_\_\_\_

**Summer school registrations will be dropped if payment or approved aid is not received by the due date.** Pay online at <http://www.norwich.edu/bursar/nupayundergrad.html> or send Bursar Worksheet and check payable to Norwich University, Office of the Bursar, 158 Harmon Dr., Northfield, VT 05663.

Office use only: method of payment:     NU pay     personal check     financial aid

# Bursar Worksheet Instructions for Summer School 2011

**STEP 1.** Determine your courses and how much each session will cost to include campus housing, if needed, by completing the **Bursar Worksheet**.

**STEP 2.** Complete a **registration form** for each session showing “estimated cost” per Bursar Worksheet.

**STEP 3.** Make Payment by due date (two weeks before the start date of each session).

**Note:** **financial aid** must be secured by the payment due date.

## 6 Things to know:

1. If you wish to apply for **financial aid** you also must complete the Summer School Financial Aid application. If you drop to fewer than six credits after your aid is disbursed, it may result in you owing a refund back to the University.
2. There is no paper bill. NUpay e-bill notification will come to your Norwich email. Visit the bursar web page **NUpay** (e-bill and e-pay) information.
3. Payment methods are e-check, personal check, bank check and cash. Credit cards are only accepted on the web. They are MasterCard, Discover and American Express. User pays the fee. Visit **NUpay** for details. Summer school students who are not Norwich Students should call the Bursar’s office at (802) 485-2055 for assistance.
4. **Your registration will be dropped if you have not paid by the due date. The due date is two weeks prior to the start of a session. All financial obligations must be paid at time of registration.**
5. Housing for singles is on a space available basis. Dorms open at 09:00 am the day before each session.
6. Registrations will not be accepted from those with Norwich accounts in arrears.

## 4 Things to do:

1. Fully complete all forms and turn in to appropriate offices.
2. Meet the payment due date.
3. Pay online. Visit the bursar web page for **NUpay** information.
4. Confirm you are on the class list.

## Refund Policy:

The summer school sessions refund policy provides that room and board will be refunded on a pro rata basis computed from date of enrollment to date of withdrawal. Tuition will be refunded in full if the course is canceled or **if the student drops during the DROP PERIOD.**