Dear Henry,

On July 17th, the Board of Governor’s established the tuition, fees, housing and dining rates for the University. The charges listed to your left are based on your school of enrollment, registered courses and state residency status. Housing and Dining charges are listed if you have contracted for those services. Due to the reorganization of Undergraduate Education in New Brunswick, last year the former “College Fee” charges have been split into two new fee categories, the “Campus Fee” and “School Fee”. Course fees are also displayed. The billed charges may have been reduced by your financial aid award and/or by your UAS/RUTPP semester contract. Please be advised that financial aid funds are used to cover the following charges: tuition, all fees, room, board, Knight Express, NIPRIG, Targum, any outstanding prior account balances and university financial holds. If you make any subsequent changes to your registration, housing or dining charges, you will not receive an adjusted bill through the mail, but you may view your account on-line at www.studentabc.rutgers.edu.

You must return the Attendance Confirmation Payment Form (bottom portion of bill) to the University by the due date, even if the amount due is zero. You may also confirm your attendance on-line. See the payment instructions on the reverse side of this bill and in the enclosed newsletter.

In accordance with the 1998 Amendments to the Higher Education Act of 1965, the University has made widely available Voter Registration Application forms. The forms are available at your local registrar’s office, cashier’s office or can be printed from: http://registrar.rutgers.edu/residency.html. Out of state students can obtain voter registration forms from http://www.eac.gov/voter/register%20to%20Vote.

We hope that your upcoming semester at Rutgers University will be an exceptionally rewarding educational experience.

Listed above is your course registration information as of August 12, 2008. For up to the minute course registration information, call New Brunswick at (732) 445-1999, Newark at (973) 353-1999, or Camden at (856) 225-1999. You may also visit http://registrar.rutgers.edu. 

All students are required to confirm attendance and pay by the due date, either on-line or by signing and returning the Attendance Confirmation/Payment Form below, even if the amount due is zero, or your account will be assessed a $125.00 late fee. Detach and mail 5 days before the due date. For faster processing, pay on-line.

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RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY ATTENDANCE CONFIRMATION/PAYMENT FORM – FALL 2008

Due Date: AUGUST 12, 2008 Late Fee: $125 If Received After The Due Date

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ADJUSTMENTS: You may be able to reduce the Amount Due by claiming certain adjustments on the Attendance Confirmation/Payment Form. If you are eligible to make such an adjustment, please fill in the applicable circle on the front of the payment form and use the instructions provided below.

FINANCIAL AID RECIPIENTS: Compare the date of your most recent Financial Aid Award Letter to the date on this term bill. If the term bill date precedes the date of the Financial Aid Award Letter, you may adjust the Amount Due by the amount of aid currently awarded. Please note, you MUST return the bottom portion of this bill (the Attendance Confirmation) to complete your registration even if your term bill charges are fully covered by financial aid, your balance is zero or you expect a refund. If you subsequently decline or fail to qualify for any portion of the aid awarded you will be required to make an additional payment. To check your current award status or for additional information, visit studentaid.rutgers.edu or you may call the Financial Aid office in: New Brunswick (732) 932-7057, Newark (973) 353-5151, or Camden (856) 225-6603.

NIPRIG: The New Jersey Public Interest Research Group (NJPIRG) is a nonprofit, nonpartisan public interest organization founded in 1972. For additional information regarding NJPIRG, visit their website at www.njpirg.org. If you have been charged for NJPIRG and you do not wish to pay this fee, please fill in the applicable circle on the Attendance Confirmation/Payment Form and deduct the fee from the Amount Due.

TARGUM: The Daily Targum is a student-written and student-managed, non profit incorporated newspaper. The newspaper is published Monday through Friday in New Brunswick, while classes are in session during the fall and spring semesters. The Daily Targum is distributed at various locations through the New Brunswick university campus, and is also available online at www.dailytargum.com. Any registered student who does not wish to fund The Daily Targum may request a refund of the fee by submitting a request in writing. The student may either bring the refund request in person to the Targum Business Office in Suite 431 of the Rutgers Student Center or mail it to The Daily Targum, PO Box 5063, New Brunswick, NJ 08901. Please visit The Daily Targum website for additional information.

RU/US TUITION PAYMENT PLAN (RUTPP): If your UAS semester contract appears on your term bill and does not completely cover your entire term bill charges please submit payment of the amount due with your Attendance Confirmation/Payment Form either through the mail or online (see enclosed instructions). If you have contracted with UAS subsequent to the date on this term bill you may adjust the Amount Due by your UAS semester contract. The last day to enroll in the UAS payment plan for the Fall semester is August 12, 2006. For more information see the enclosed RU Aware Newsletter, or visit our website at www.studentabc.rutgers.edu.

EXTERNAL SCHOLARSHIPS/THIRD PARTY PAYMENTS: External scholarships (e.g., high school achievement awards) and third party payments (e.g., employer provided educational assistance) can be deducted from the Amount Due. Please also provide documentation on company letterhead with all contact information supporting the scholarship or third party payment arrangement.

TUITION REMISSION: If you are a full-time employee of the University as of the first day of classes, you and/or your dependent children may be eligible for tuition remission benefits. In order to determine your eligibility and claim your tuition remission benefits, you must complete and submit one of the following forms: RT100 (Graduate Students), RT101 (Full-Time Employees) or RT102 (Dependent Children) each semester. These forms and detailed instructions including the amount of the benefit can be obtained from any Student Accounting/Business Office.

DINING: Meal Plan and RU Express charges, changes, and/or cancellations for New Brunswick students must be directed to the RU Express/Board Plan Office. Camden students must contact the Financial Services/Bursar’s Office Only Dining Services authorizes the removal of dining charges from the term bill. For additional information visit http://food.rutgers.edu or call in New Brunswick (732) 932-8041, Newark (973) 353-5998, Camden (856) 225-6164.

HOUSING: If you are a new or transfer student on the New Brunswick/Piscataway campuses with questions about your housing charges or about the new meningitis shot requirements for new student in University Housing, please call (732) 932-1001. For all other students, please call your campus housing office at the following numbers: Busch (732) 445-0044, Cook/Douglass (732) 932-9625, Rutgers-College Ave (732) 932-7017, Livingston (732) 445-3249, Graduate (NB/Pisc) (732) 445-2215, Newark (973) 353-1037, Camden (856) 225-6471.

HOLDS: Outstanding financial obligations owed to the university may adversely affect your ability to register for upcoming semesters. To view your financial holds on-line, visit: https://finservices.rutgers.edu/finhold/

REFUND CHECKS: Refunds will only be disbursed after the student’s attendance has been confirmed. ALL REFUND CHECKS ARE MADE PAYABLE TO THE STUDENT. View your account on-line for updated information.

CONTACT INFORMATION: Please mail the Attendance Confirmation/Payment Form to the following address: Rutgers, The State University of New Jersey, Term Bill Processing Unit, P.O. Box 1900, Newark, NJ 07101-1900. If you have any questions concerning your term bill, please call your Student Accounting Information Center at (732) 932-2254 or (732) 932-2259 to leave a voicemail message. For additional term bill instructions, office locations, hours and on-line access to your student account information, visit our web site at http://www.studentabc.rutgers.edu.

PAYMENT OPTIONS: You may pay the Amount Due on your term bill via the web or through the mail. To pay by credit card (MasterCard, American Express or Discover with a 2.2% convenience fee) or to pay by electronic check visit our web site at www.studentabc.rutgers.edu and follow the web payment instructions provided. For mail payments only, you must complete and return the Attendance Confirmation/Payment Form (bottom portion of bill) with your payment in the envelope provided. Make your check or money order payable to Rutgers, the State University of New Jersey. Please indicate the student’s name and telephone number on the front of the check. Any payments not honored by the bank will be re-deposited and will incur applicable late and penalty fees. If your charges are completely covered by financial aid, you may mail in your confirmation form in the envelope provided or confirm your attendance online by following the detailed web instructions available on our website at www.studentabc.rutgers.edu.

LEGAL NOTICES: Please review the legal disclosures online at http://oirap.rutgers.edu/disclosure.html. The disclosures are concerning academic programs, drug and alcohol policies, cost of attending, the Equity in Athletics Disclosure Act, the Family Educational Rights and Privacy Act, financial aid, graduation rates, institutional and specialized accreditation, institutional refund policy, licensure, nondiscrimination policy, public safety information, services for students with disabilities, teacher preparation program pass rates, voter registration, and withdrawal from institution. For additional information, you may call the appropriate offices or visit the indicated websites and links.

IMPORTANT INFORMATION: The University takes matters of safety and security seriously. That is why the University has implemented a system by which you can receive emergency communications through text message sent directly to your cell phone. It is a mandatory requirement for you to provide and update your emergency contact information to the University. If you do not provide such information, a hold may be placed on your grades and transcripts. Please visit http://personalinfo.rutgers.edu to record your information.

All official correspondence from the University is addressed to the student and mailed to either or both the permanent home and email address that is on file with the University. It is the responsibility of each RU student to make sure their address with the university are current and valid in order to receive official notices and term bills from the University. Failure to receive mail from the University, due to an invalid address, does not excuse late payment fees. Please update your information on http://personalinfo.rutgers.edu.