



Summer 2022

**Special Education
Cohort Outreach Program**

**Registration & Payment
Policies**



<https://education.gmu.edu/special-education-cohort/>

Keep this brochure for reference.

Registration

Continuing Cohort Students register by logging into **Blackboard** and navigating to the Organization tab.

New Cohort Students must complete a Cohort Course Registration Form. Completed and signed Registration Forms must be scanned and:

Emailed to: spedreg@gmu.edu

Students have up to 48 hours from the first posted class to submit their Registration Forms or enroll on Blackboard.

After the 48 hour window, **a late registration fee of \$100** will be assessed.

Tuition

The amount of tuition for each class is found on our website on the Cohort specific webpage.

Your tuition balance for Special Education Outreach courses will not be listed in your student account on Patriot Web and we do not send out invoices.

The tuition for some cohorts is based on the number of students present at the first posted class. All cohort classes in our program automatically receive a 15% discount. Courses with 20+ enrolled students and regional courses receive a 25% discount. Our payment system will show the amount you must pay for each course.

Students have 48 hours from the first posted class to pay tuition in full (except for Internships and Practicum, which have posted deadlines).

After the 48 hour window has passed, **late fees in the amount of \$50/credit will be assessed and a financial hold placed on the student's account.**

Please note: even if the first class is rescheduled for any reason, all deadlines remain at 48 hours from the original first posted class.

Payment Options

Payment by Check or Money Order

If you are paying by check or money order, make checks payable to George Mason University and mail to:

George Mason University, Special Education Payment Office, 4400 University Drive, MS 2F1, Fairfax, VA 22030. Include your name, G#, course/section number and semester.

Checks must be postmarked within 48 hours of the first scheduled night of class.



Do Not Pay on Patriot Web

Payments made on Patriot Web will be treated as non-payment and subject to late fees.

Payment by Credit or Debit Card

Click on the Credit Card Payment link to go to our online Outreach Payment System.



https://secure.touchnet.com/C20788_ustores/web/store_main.jsp?STOREID=17&SINGLESTORE=true

Choose the category of your payment—your school system, Intro to Special Education, Internship, Late Fee etc.

On the next screen choose your course or late fee and complete all prompted information fields.

You can continue shopping if you are paying for more than one course or a course and a late fee.



Visa or MasterCard Only



For your credit card security we do not retain any credit card information.

Financial Aid



We do not have access to financial aid funds deposited into your student account. You must pay for your cohort courses with a check or credit card on our cohort payment

system and provide documentation to specepay@gmu.edu from the Office of Financial Aid that you are waiting for them to release your funds. Make sure you advise the Financial Aid office that you are enrolled in contract courses.

Virginia529 and Veterans Education Benefits are Accepted

Visit our website Payment Information page for further information.

<https://education.gmu.edu/special-education-cohort/financial-information/>

Notify specepay@gmu.edu of any third party scholarships or payments within 48 hours.

Drop Class/Refund

In order to drop a class, written notification must be sent to the Special Education Outreach Registration Office (spedreg@gmu.edu) using the Drop Form found on our website.

<https://education.gmu.edu/assets/docs/SpecialEducation/cohort/contractcoursedropform062918.pdf>

You should also notify your instructor and the cohort coordinator of your local school district.

No drops are accepted after 20 calendar days of the posted first class.

The date/time of the receipt of your signed drop form will determine your refund or if you have not paid, the amount you still owe.

- 0-14 days from first class—100% refund.
- After 14 days from first class—no refund.

If you do not officially drop, you will still owe tuition. If you have not already paid, you will owe tuition based on the same schedule as noted above.

Receipt Requests

Receipts are automatically generated for credit card payments and emailed to the email address provided at the time you made your payment. If you paid by check, send an email to specepay@gmu.edu to request a receipt.

Financial Hold



A financial hold is placed on student accounts for nonpayment of tuition and/or late fees. A hold prevents a student from enrolling in additional courses, receiving transcripts or graduating.

After 45 days past due, our office refers past-due accounts to the University's Accounts Management Office to begin the collections process.

Inclement Weather



Courses which meet in Fairfax, Loudoun, or Prince William County facilities will not meet if the school district closes or cancels evening activities. If you are enrolled in a course which meets at a George Mason facility, watch for Mason Alerts sent to your GMU email account. The due date for enrollment and payment does not change from the original date.

Communication



Emails from our program will be sent to your GMU email address so make sure you check it regularly.

For payment questions contact:

Phone: 703-993-6185
specepay@gmu.edu

For registration questions contact:

Phone: 703-993-3670
spedreg@gmu.edu

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<https://education.gmu.edu/special-education-cohort/financial-information/>



Protect your Investment in Higher Education with Tuition Insurance

What happens when your education is disrupted by an unexpected injury or illness? Depending on the timing of the withdrawal, you may not be eligible to receive a refund of all of your tuition.

The Tuition Insurance Plan helps students overcome the financial losses that may result from events which force students to withdraw from the semester due to a covered medical reason. That's why George Mason University has partnered with GradGuard™ to make the Tuition Insurance Plan available to our students

This coverage strengthens and broadens the scope of our existing refund policy by offering reimbursement for tuition, housing and other expenses if a student withdraws for any covered medical reason during the semester.

Please remember the deadline to purchase each term is up until the last day to add classes for a full semester.

Learn more at GradGuard.com/Tuition/GMU or call (877) 794.6603.

Payment Office

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