

# STUDENT FINANCIAL INFORMATION AND POLICIES

## Student Financial Information and Policies

THE UNIVERSITY RESERVES THE RIGHT TO MAKE CHANGES IN ITS CHARGES FOR ANY AND ALL PROGRAMS AT ANY TIME, AFTER APPROVAL BY THE BOARD OF VISITORS.

### Billing

The Bursar's Office generates eStatements each month for any account with a previous balance or with new activity. Payment is due in full by the due date on the statement.

Included on the eStatement are charges for tuition and fees, room, meal plans, and other miscellaneous charges such as lab fees, music fees, tutoring fees, orientation fees, etc. Student account charges are due by the established payment deadlines. Failure to pay the balance due and/or to provide the required information for pending financial aid by the established payment deadlines may result in the assessment of a late fee, the loss of financial aid and/or a restrictive hold being placed on the student's account.

For currently enrolled students, the eStatement is generated electronically. No paper bills are issued to students or parents.

An email is sent to the student's W&M email address and to the authorized payer's email address (provided in eServices) when a bill has been generated and is ready for viewing. As a reminder, it is a violation of the university's Acceptable Use Policy to provide your password to a third party under any circumstances. Third parties may be set up as authorized users in Banner Self Service/eServices.

Due dates for tuition plan participants are established at the time of enrollment in the tuition payment plan.

Visit [www.wm.edu/studentaccounts](http://www.wm.edu/studentaccounts) (<http://www.wm.edu/studentaccounts>) for more information

### Payments

#### Payment of Student Account

Charges for tuition and fees, residence hall, meal plan and miscellaneous fees are payable by the due date each semester. Accounts not paid in full by the established due date will be assessed a late payment fee of 10% of the outstanding balance up to a maximum of \$100.00.

#### Payment Methods

Payment may be made in U.S. dollars only by cash; check, money order or cashier's check made payable to The College of William & Mary. Payments by cash or check are accepted at the Cashiers Office in Blow Hall. Payment by check may also be made via the U.S. Postal Service. A check returned by the bank for any reason will constitute nonpayment and may result in late fees or collections. Payment online via credit card-American Express, Discover, VISA and MasterCard-is also available in eServices. Credit cards are accepted for online payments only. The university does not accept credit cards for 'in-person' payments or over the phone. A convenience fee is charged for payments made via credit card. Payment may also be made online via an electronic (web) check. There is no fee for paying online via electronic (web) check. Additional

information may be obtained from the Bursar's Office website at <http://www.wm.edu/studentaccounts>

Any past due debt owed the university (emergency loans, parking, health services, library fines, etc.) may result in late fees or collections, withholding of transcripts and diplomas, and non-conferral of degree. In the event a past due account is referred for collection, the student will be charged all collection and litigation costs, as well as, the university's late payment fee.

#### Tuition Payment Plans

To assist with the payment of educational costs, the university offers the option of an Interest-Free Monthly Payment Plan for the fall and/or spring semesters of the academic year. This monthly payment plan allows you to spread your expenses for tuition, room and board, and other miscellaneous expenses charged on the student account into 4 monthly scheduled bank debits from a checking account per semester. A non-refundable application fee in the amount of \$50.00 per semester is charged during the enrollment process for the payment plan.

Additional information, including plan highlights and FAQs, may be found on the Bursar's Office website at [www.wm.edu/eservices](http://www.wm.edu/eservices) (<http://www.wm.edu/eservices>) under the "Tuition Payment Plan" link.

#### Credit for Scholarships

Students who have been awarded financial aid are required to pay any amount not covered by the award by the established semester payment due date to avoid being charged a late payment fee. The Office of the Bursar must receive written notification of any outside scholarship from the organization before the credit can be given towards tuition and fees.

## Student Financial Aid

The Office of Student Financial Aid administers all financial offers for all William & Mary graduate programs, including students enrolled at the Virginia Institute of Marine Science. The financial aid office will offer access to federal graduate-level loans. All academic and talent scholarships will be awarded by the students academic department and relayed to the financial aid team by that department.

All correspondence regarding financial awards, except those made by ROTC, should be addressed to:

Director of Student Financial Aid  
William & Mary  
P.O. Box 8795  
Williamsburg, Virginia 23187-8795

The Department of Military Science provides scholarships and other financial assistance for students enrolled in the university's Army ROTC Program. Requests for information should be directed to:

Department of Military Science  
William & Mary  
P.O. Box 8795  
Williamsburg, Virginia 23187-8795

### Financial Assistance

Financial assistance for graduate students will be limited to the Federal student loans the student is eligible for when they file their FAFSA (Free Application for Federal Student Aid). The FAFSA will need to be completed annually to be reviewed and financial assistance to be generated for the forthcoming academic year. Financial aid is processed annually starting with the Fall semester as the beginning of the academic year. <https://www.wm.edu/admission/financialaid/how-to/graduate-professional-student/>

## Studying Abroad

Students studying off campus will be eligible for financial assistance. Please read the information available on our website (<https://www.wm.edu/offices/revcenter/geo/studyabroad/financingyourexperience/financialaid/>) before applying for a study abroad program.

## Financial Benefits for Veterans

### Veteran Education Benefits and Transition Act of 2018 in accordance with Section 103

The U. S. Department of Veterans Affairs (VA) determines student eligibility for VA education benefits. They offer several programs to assist those eligible to pay for their education including the Post 9/11 GI Bill® and the Montgomery GI Bill®. Students decide which benefit is most appropriate based on individual circumstances and may apply to the VA through their website at [www.gibill.va.gov](http://www.gibill.va.gov) (<http://www.gibill.va.gov/>) or [www.vets.gov](http://www.vets.gov) (<http://www.vets.gov/>).

Questions about the VA educational benefits process at William & Mary can be addressed to the Office of the University Registrar at [vabenefits@wm.edu](mailto:vabenefits@wm.edu).

William & Mary will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual who presents Certificate of Eligibility, Statement of Benefits, or VR&E Authorization / VAF 28-1905 form from the Department of Veterans Affairs because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under chapter 31 or 33 of Title 38 United States Code Section 3679(c).

However, for unpaid balances beyond the anticipated Post 9/11 GI Bill® payment amount, William & Mary may levy a fee or restriction.

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. That office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow institutional grievance policy, if the situation cannot be resolved at the university, the beneficiary should contact that office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

GI Bill® Advertising Statement: This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

### Virginia Military Survivors and Dependents Program

The Virginia Military Survivors and Dependents Education Program (VMSDEP) is a Commonwealth of Virginia program administered by the Virginia Department of Veterans Services (DVS), which provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner, or who became totally and permanently disabled as a result of military service in covered military combat.

The purpose of VMSDEP is to provide undergraduate, graduate, or other postsecondary education to eligible participants by providing a waiver of tuition and all required mandatory fees at any public institution of higher education in the Commonwealth of Virginia. For a listing of

benefits and eligibility requirements, please visit the DVS website: <http://www.dvs.virginia.gov/>, and select "Education & Employment" tab.

## Withdrawal Schedule and Refunds

### Full-time Students Who Withdraw from the University Fall/Spring Semesters

Full-time students who withdraw from the university are charged a percentage of the tuition and fees based on the school week within which the withdrawal occurs. A school week is defined as the period beginning on Monday and ending on the succeeding Sunday. The first school week of a semester is defined as that week within which classes begin. Full-time students who withdraw from the university within the first school week of the semester are eligible for a refund of all payments for tuition and fees less the required enrollment deposit for entering students. After week 1 of the semester, the amount of the tuition and fees charged / refunded will be determined based on the following schedule:

| Week         | Percentage Charged | Percentage Refunded |
|--------------|--------------------|---------------------|
| 1            | 0%                 | 100%                |
| 2            | 20%                | 80%                 |
| 3            | 30%                | 70%                 |
| 4            | 40%                | 60%                 |
| 5            | 50%                | 50%                 |
| 6            | 60%                | 40%                 |
| After Week 6 | 100%               | 0%                  |

Students will not be eligible for any refund of tuition and general fees if required to withdraw by the university.

Please visit Registration and Withdrawal, Withdrawal from the university for instructions on the withdrawal process.

Refund of the room rent will be prorated based on the date the resident officially checks out of the room with required paperwork completed by a Residence Life staff member. Meal plan refunds are calculated based on the time on the plan, not the usage. For meal plan changes outside the eligible selection period, the student is charged a \$25 processing fee and the semester price of the new plan. Dining Dollars will adjust based on usage. Failure to make payment when due may result in penalties, including a hold/block on registration and/or transcripts.

Overpayments on the student account created by federal loans or grants will be automatically refunded. If the student withdraws, refunds will be issued after any required returns based on guidelines from the federal programs. (14 business days after fund disbursement)

Overpayments created by Parent Plus Loans will be refunded to the parent (unless the parent designates the student as the recipient during the loan application process). If the student withdraws, refunds will be issued after any required returns based on guidelines from the federal programs.

If an overpayment shows on a student's account and it is not created by federal financial aid, the student is required to request a refund (<https://www.wm.edu/refund>) from the Bursar's Office. If a request is not filed, the overpayment will remain on the student's account as a credit for the next semester or to offset additional charges which the student incurs.

Refunds for overpayments are issued as:

1. Direct deposit to your bank account if you have signed up for eRefund via eServices
2. A paper check mailed in the following address priority:

- CSU or GSH Box
- Local Address
- Permanent Mailing Address

Paper checks are issued to the most current address in Banner. It is the responsibility of the student to update their addresses by logging into Banner self-service.

It is university policy to hold the enrolled student liable for charges incurred, therefore in the case of refunding any overpayment, refund checks or direct deposits will be issued in the name of the student. Students who have received financial aid may be responsible for repaying those funds (see Return to Title IV (R2T4) Policy below).

#### Summer Sessions

Students who drop their course(s) during the add/drop period for the session(s) will not be assessed any tuition for the dropped course(s). Students who withdraw from their course(s) after the add/drop period for the session(s) will not be eligible for any adjustment of tuition or fees.

#### Special Fees Refunds

Fees for special courses are determined by the demand and arrangements, which are necessary to support such courses. Classes carrying fees have a notation in Banner Self-Service, "Additional Fees" and the amount of the fee can be seen in the Class Detail screen for each section.

Special fees are non-refundable.

**Withdrawal and Refunds for Students Called to Active Duty:** The Office of Student Success assists students called to active duty during or between semesters, or prior to matriculation at the university. A description of the options available and the tuition refund policy can be found at <https://www.wm.edu/offices/studentsuccess/>.

#### Return to Title IV (R2T4) Policy

##### Withdrawing from College with federal aid

The return of Title IV funds for students with Title IV Federal Aid (Federal PELL, Direct

Federal Subsidized and Unsubsidized Loans, Federal SEOG, Federal Work Study, Federal

Perkins, Direct Federal PLUS, and Grad PLUS) who withdraw from school will be calculated

in compliance with Federal regulations. A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date the student withdraws or

ceases attendance. Please be advised that the Federal return of funds calculation (R2T4)

has a different percent of attendance schedule than the university's withdrawal policy.

These funds must be returned even if William & Mary provides no refund to the student.

This means the student could owe the university and/or the U.S. Department of Education a significant amount of money.

If a student withdraws from college prior to completing 60% of a semester, the Financial

Aid Office must recalculate the student's eligibility for all funds received, including Title IV

funds. Students subject to this calculation are identified throughout the semester. The

R2T4 calculation is processed by the Office of Financial Aid and any Title IV funds needing

to be returned are done so no later than 45 days after determining the student has withdrawn. Recalculation is based on a percent of earned aid using the following Federal

Return of Title IV funds formula:

*Percent of aid earned = the number of days completed up to the withdrawal date, divided by the total days in the semester. (Any break of five days or more is not counted as part of the days in the semester.)*

For Title IV purposes, the withdrawal date will be the date of notification of intent to withdraw, which may be earlier than the withdrawal date for the purpose of tuition reimbursement.

If a student does not formally withdraw but ceases to attend classes (unofficial withdrawal), the withdrawal date for R2T4 purposes will be the midpoint of the semester.

Funds are returned to the appropriate federal aid program based on the percent of

unearned aid using the following formula

**Aid to be returned** = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

Keep in mind that, when funds are returned, the student borrower may owe a balance to the university. If that is the case, the student should contact the Student Accounts/Bursars Office to make payment arrangements. If after the Return to Title IV funds and the institutional refund calculations are applied to the student's account and a credit balance results, the credit balance will be disbursed as soon as possible but no later than 14 days after the date of the Return to Title IV calculation is performed.

If the student did not receive all the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility.

#### The return of Title IV aid is in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Parent PLUS Loans
- Federal Pell Grants
- TEACH Grants

#### References:

34 CFR §668.22(b), 34 CFR §668.22(c), 34 CFR §668.22(i), 34 CFR §668.22(b), 34 CFR §668.22(h), 34 CFR §668.22(a) (5) and (6), 34 CFR §668.164(j).

#### Example of Return of Funds Calculation

##### Example 1 : Out of state student who lives on campus Institutional Charges

Tuition \$26,362

Housing \$ 5,200

Meal Plan \$ 3,365

TOTAL - \$ 34,927

#### Financial Aid Package

Pell Grant \$ 2,523

Direct Subsidized Loan \$ 2,721

Direct Unsubsidized Loan \$ 990  
 Parent Plus Loan \$ 13,784  
 Institutional Grant - \$ 10,000

The student withdraws on March 4th, which is day 43 out of 103 in the Spring semester ( $43/103 = 41.74\%$  of Title IV funds earned by the student and 58.3% unearned).

Federal Title IV funds = \$ 20,018 (\$ 2,523 Pell + \$ 2721 Direct Subsidized Loan + \$ 990 Direct Unsubsidized Loan + \$13,784 Parent Plus Loan).

\$ 20,018 X 41.7% = \$8,347.51 of earned Title IV funds.

The remainder of funds unearned \$ 20,018 - \$ 8,347.51 = \$ 11,670.49 will be returned to Federal programs.

When R2T4 is applied, the following funds must be returned to the Federal programs in this order:

Direct Unsubsidized Loan - \$ 2,721  
 Direct Subsidized Loan - \$ 990  
 Parent Plus Loan - \$ 7,959  
 TOTAL - \$ 11,670

Additionally, the student received institutional aid of \$10,000.00 and the institutional tuition refund time frame is 40%. The earned calculation for the institutional grant = \$10,000 X 60% = \$ 6,000 therefore the remaining \$4,000 in institutional aid will be returned in addition to the student's federal aid calculation.

NOTE: Students receiving federal aid must have the federal refund calculation applied to comply with federal regulations. Institutional aid for undergraduate students will follow the tuition refund schedule as a basis for calculation for the return of institutional aid.

#### **Example 2: In state student Institutional Charges**

Tuition \$ 13,228

#### **Financial Aid Package**

Direct Subsidized Loan \$ 1,237  
 Direct Unsubsidized Loan \$ 1,485  
 Parent Plus Loan \$ 7,931

The student withdraws on September 10th which is day 15 out of 107 in the Fall semester ( $15/107 = 14\%$  of Title IV funds earned by the student and 86% unearned aid).

Federal Title IV funds = \$ 10,653 (\$ 1,237 Subsidized Direct Loan+ \$ 1,485 Unsubsidized Direct Loan + \$ 7,931 Parent Plus Loan).  
 $\$ 10,653 \times 14\% = \$ 1,491.42$  of earned Title IV funds

The remainder of funds unearned \$ 10,653 - \$ 1,491.42 = \$ 9,162 will be returned to the Federal programs.

When R2T4 is applied, the following funds must be returned to the Federal programs in this order:

Direct Unsubsidized Loan - \$ 1,485  
 Direct Subsidized Loan - \$ 1,237  
 Parent Plus Loan - \$ 6,440  
 TOTAL - \$ 9,162

## **Eligibility for In-State Tuition Rate**

To be eligible for in-state tuition, a student must meet the statutory test for domicile as set forth in Section 23-7.4 of the Code of Virginia. Domicile is a technical legal concept. In general, to establish domicile,

students must be able to prove permanent residency in Virginia for at least one continuous year immediately prior to the first official day of classes, and intend to remain in Virginia indefinitely after graduation. Residence in Virginia for the primary purpose of attending college does not provide eligibility for in-state tuition. Applicants seeking in-state status must complete and submit the "Application for Virginia In-State Tuition Privileges" by the first day of classes of the semester for which In-state eligibility is sought. The application is evaluated and the student is notified in writing if the request for in-state tuition is denied. Under Virginia law, students under age 24 are rebuttably presumed to be dependent on a parent/guardian, and, unless an exception is identified, the parent/guardian's domicile status determines the student's tuition rate.

Special rules apply and support is available (<https://www.wm.edu/offices/registrar/student-records/in-state-residency/#special-circumstances>) to non-U.S. citizens and their families; contact the University Registrar's Office for details or visit [www.wm.edu/registrar](https://www.wm.edu/registrar) (<https://www.wm.edu/offices/registrar/student-records/in-state-residency/>).

A matriculating student whose domicile has changed may request reclassification from out-of-state to in-state. Students seeking reclassification must complete and submit the "Application for Virginia In-State Tuition Privileges" to the Office of the University Registrar. The Office of the University Registrar evaluates the application and notifies the student only if the request for in-state tuition is denied. Any student may submit in writing an appeal to the decision made, however, a change in classification will only be made when justified by clear and convincing evidence. All questions about eligibility for domiciliary status should be addressed to the Office of the University Registrar, (757) 221-2808. In determining domicile the school will consider the following factors for the student and parent/guardian/spouse:

Citizenship status

Residence during the year prior to the first official day of classes

Employment

Property ownership

Sources of financial support

State to which income taxes are filed or paid

Location of checking or passbook savings

Social or economic ties with Virginia

Driver's license

Motor vehicle registration Voter registration

**Credit hour surcharge** - Undergraduate students who qualify for in-state tuition privileges must pay a surcharge (generally calculated at out-of-state tuition rates) for courses taken after completion of 125% of the credit hours required for the degree. For example, for a bachelor's degree requiring 120 credit hours, this would mean that any credits taken beyond 150 (or 125% of 120) would be charged at the out-of-state rate. Certain exceptions apply, including AP/IB credits and dual enrollment; see Section 23-7.4:F of the Code of Virginia for more information.

**Veteran, active-duty, and military dependent students** may qualify for Virginia domicile through the processes outlined above; additional opportunities are also provided through state and federal code and regulation. Under the Veterans Access, Choice, and Accountability Act of 2014, the following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill® -Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in

the Commonwealth of Virginia (regardless of their formal state of residence).

- Anyone using transferred Post-9/11 GI Bill benefits who lives in the state where the Institution of Higher Learning (IHL) is located, and the transferor is a member of the uniformed service serving on active duty.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- A spouse or child using benefits under Survivors' and Dependents' Education Assistance (Chapter 35) living in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- An individual using educational assistance under chapter 31, Veteran Readiness and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence) effective for courses, semesters, or terms beginning after March 1, 2019.
- Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. Therefore, the described person must be enrolled in the institution and use educational benefits under Chapters 30, 31, 33 or 35 of Title 38, United States Code.

The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. Section 3679(c) as amended. GI Bill® is a registered trademark of the U.S Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Webs site at <http://www.benefits.va.gov/gibill>.

**Additional information** may be obtained from the William & Mary website at <http://www.wm.edu/registrar> or directly from the State Council of Higher Education for Virginia (SCHEV) at <http://www.schev.edu> (<http://www.schev.edu/>).

## Auxiliary Services

### Meal Plans

William & Mary Dining Services provides a comprehensive dining program featuring a variety of meal plan options to meet the needs of each student. The two residential dining facilities on campus, provide anytime dining, while numerous retail options in Campus Center, Sadler Center, Swem Library the Integrated Science Center, the Law School, the School of Business, Domino's Pizza Delivery, Chick-fil-A at Tribe Square, The Bake Shop, the Williamsburg Farmer's Market as well as Athletic Concessions and campus convenience stores provide traditional pay-as-you-go options.

William & Mary Dining Services offers students a total of five meal plans to choose from. The All Access Plan provides unlimited access to the residential dining facilities and the Block 125, Block 100, Commuter 50 and Commuter 25 provide a specific number of times a student can swipe into the locations. All meal plans include Dining Dollars to provide flexibility and convenience and the amount of Dining Dollars varies according to the meal plan selected. Additional Dining Dollars may be purchased in increments of \$10 and added to your meal plan at any time during the semester.

Meal plans for graduate students are optional. To enroll in a meal plan visit [mealplan.wm.edu](http://mealplan.wm.edu) (<https://tribecard.wm.edu/login/>) prior to the end of the add/drop period. Meal plans selected in the fall automatically roll over to the spring semester, however, students may change or cancel their meal plan at any time. Changes and/or cancellations after the add/drop period must be requested through [dining@wm.edu](mailto:dining@wm.edu) ([dining@wm.edu?subject=Meal%20Plan%20Inquiry](mailto:dining@wm.edu?subject=Meal%20Plan%20Inquiry)) and may incur additional fees. All meal plans are non-transferable and intended for individual use only. For additional information about meal plans, visit [www.wm.edu/dining](http://www.wm.edu/dining) (<https://www.wm.edu/offices/auxiliary/dining/>).

## William & Mary Bookstore

1693 Provisions offers new, used, digital and rental textbooks for all William & Mary courses and offers a competitive Price Match program online at [bookstore.wm.edu](http://bookstore.wm.edu) Also, visit the storefront at 601 Prince George Street for official W&M clothing, gifts, class rings, graduation regalia and commencement announcements. 1693 Provisions accepts cash, debit and all major credit cards. Visit [bookstore.wm.edu](http://bookstore.wm.edu) to shop online.

## William & Mary Tribe Card

The William & Mary Tribe Card is the University's official card prepared by **Tribe Card Services** for each student. Available as a mobile credential in your device wallet or a physical card, it functions as a campus meal card, library card, an entry or access card to residence halls, recreational facilities, academic buildings, and the Student Health Center. Student Tribe Cards, both mobile credential and physical card, are not transferable and are intended for the sole use of the student to whom it is issued. Usage is limited to William & Mary, VIMS, and authorized programs. The Tribe Card is not to be used for legal purposes outside the University. Because cards provide access to secured buildings and financial accounts, lost cards should be deactivated immediately via [tribecard.wm.edu](http://tribecard.wm.edu). If the lost card cannot be deactivated, it can be reported to Tribe Card Services during business hours or to Campus Police evenings and weekends. This process also ensures that misplaced cards cannot be used by others. A \$23 charge is assessed for lost, worn or damaged physical cards. For replacement information, visit [www.wm.edu/tribecard](http://www.wm.edu/tribecard). Tribe Card Services is located in the Campus Center.

## Parking & Transportation

All motor vehicles operated or parked on university property, including motorcycles, motor scooters, moped, and vehicles with accessible placards or plates, must be registered with the Parking Services Office. A decal or temporary pass is required to park on university property at all times beginning Monday, 7:00 a.m. through Friday, 5:00 p.m., except in metered or timed spaces as posted. Only under special circumstances and with prior written approval are freshmen and sophomores allowed to have cars on campus. Parking Services office hours are Monday - Friday, 8:00 a.m. - 5:00 p.m.; Summer hours are Monday - Friday, 8:00 a.m. - 4:00 p.m. The Motorist Assistance Program (MAP) offers assistance to stranded motorists with decals on university property 8:00 a.m.-5:00 p.m. Monday through Thursday and 8:00 am - 4:00 pm on Friday.

The Bike Alliance promotes bicycling as a safe, sustainable and healthy mode of transportation and recreation for the William & Mary community. Bicycles on campus should register with Parking & Transportation and affix a decal with a unique identification number. Registration is free and lasts for five years. Registered bicycles must utilize the campus bike racks throughout campus. Bicycles found improperly chained to campus property will be tagged for 24 hours then removed and impounded.

Bicycles that pose a safety hazard are removed and impounded without delay.

Students may also access the WATA bus lines by showing their William & Mary Tribe Card. For more information about current bus schedules and routes, visit <https://gowata.org> (<https://gowata.org>)

View a complete list of Parking & Transportation services at <https://www.wm.edu/parkingandtransportation> or contact (757) 221-4764.

## Residence Hall Fees

Residence Hall fees vary depending on the specific building to which a student is assigned; the average cost per semester fee is \$6055.50 for the Evans Apartments. Students who move out of campus housing and remain enrolled at the university will not be eligible for residence hall fee refunds unless granted a contract release by Residence Life.

### Housing Cancellation Policy-

Only registered and currently enrolled degree-seeking William & Mary students, including research graduates, are eligible to reside in university housing.

After February 10, students who have signed the W&M Residence Life Housing Contract for the 2026-2027 academic year will owe and be charged full room fees. Any termination of the W&M Residence Life Housing Contract, subject to the terms and conditions in Sections 5, 6 and 7, may qualify the resident for a refund or adjustment of room fees owed. If Residence Life is unable to provide a fall semester room assignment by August 1, 2026, the student may request cancellation of the contract with no penalty. The cancellation policy does not apply to freshman or sophomore (by high school graduation year) housing assignments.

**Cancellation Schedule** Students who are not required to live on campus may request to cancel their housing contract per the cancellation schedule listed below:

- For contracts signed through February 10, 2026
  - Through February 10, 2026 - no penalty
  - February 11, 2026 to February 25, 2026 - \$750.00 penalty
  - February 26, 2026 to March 11, 2026 - \$1,500.00 penalty
- For contracts signed after February 10, 2026
  - Between 1-2 business days - no penalty
  - Between 3-10 business days - \$750.00 penalty
  - Between 11-20 business days - \$1,500.00 penalty

**Contract Release Exemptions:** Students are able to submit a Contract Release Request via the Housing Portal ([https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student\\_Login-Student\\_Login](https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student_Login-Student_Login)). A release may be granted only to students able to demonstrate in writing and with supporting documentation an unforeseen change in circumstances that cannot be resolved in campus housing. Requests are considered on a case-by-case basis and release is not guaranteed. If a contract release is approved, the student may receive a refund as outlined per the Withdrawal Schedule and Refunds, available in the undergraduate course catalog, once check-out is completed. Release request decisions are made at the exclusive discretion of the Director of Housing and Residence Life and are final.

### Cancellation of the W&M Residence Life Housing Contract During the Academic Year:

The university may terminate this contract and a student's occupancy rights in the event of fire, earthquake, flood, hurricane, or other significant weather event or natural disaster, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, plague, epidemic, pandemic, power of government or governmental agency or authority, state of emergency, or any other cause like or unlike any cause mentioned above, whether natural or man-caused, which is beyond the control or authority of the university. In the event of such circumstances, please see the undergraduate catalog for the schedule of refund for housing fees.

In the event of a residential hall closure during the fall 2026 semester, charges for the spring 2027 semester will only be billed if the residence halls re-open.

**Incidental Expenses** - The cost of clothing, travel and incidental expenses varies according to the habits of the individual. The cost of books depends on the courses taken. Books must be paid for at time of purchase. Checks for books should be payable to 1693 Provisions.

## Deposits and Miscellaneous Fees

Application fee - Undergraduate \$ 75.00  
 Application fee - Graduate Arts & Sciences \$ 50.00  
 Application fee - School of Education \$ 50.00  
 Enrollment deposit - Undergraduate Transfer \$150.00  
 Enrollment deposit - School of Education \$ 360.00  
 New Student and Family Program Fee \$ 522.00  
 Room change penalty fee \$ 150.00  
 Transcript fee - Official \$ 7.00  
 Graduation fee \$ 150.00

**Application Fee** - A non-refundable processing fee is required with an application for admission to most programs of the College. If the student attends the College, this fee is not applied as credit toward their tuition and fees charges.

**Enrollment Deposit** - Upon acceptance for enrollment by the College, a non-refundable deposit is required to confirm the student's intent to enroll. The deposit is applied as a credit toward tuition and fees charges.

**Room Change Penalty Fee** - Students who change rooms without the approval of Residence Life will be charged a \$50 fee and will be required to move back into the original assignment.

**Graduation Fee** - A non-refundable graduation fee of \$150.00 (per degree) will be charged to all students after they have filed their "Notice of Candidacy for Graduation". The student will be billed for the fee along with the other tuition and fees obligations.

**Transcript Fee** - Official transcripts cost \$7 per transcript. Payment is due at the time the order is placed. Payment must be made in U.S. dollars only by cash or check made payable to the College of William & Mary. Transcripts must be requested in writing with a student's signature or online through the National Student Clearinghouse. Request forms are available in the Office of the University Registrar, Blow Memorial Hall, online at [www.wm.edu/offices/registrar/forms/index.php](http://www.wm.edu/offices/registrar/forms/index.php) (<https://www.wm.edu/offices/registrar/forms/>), or written requests may be mailed to: William & Mary, Office of the University Registrar, P.O. Box 8795, Williamsburg, VA 23187-8795, Attention: Transcripts. No transcript will be released until all financial obligations to the university are satisfied. Current and former students enrolled since 2007 may access an unofficial transcript through Banner self-service at [my.wm.edu](http://my.wm.edu). One unofficial transcript will be generated free-of-charge upon request to the University Registrar's office per year; subsequent copies carry a \$7 fee.

## Financial Penalties

Failure to pay in full by the established due date(s) may result in the assessment of late fees/penalties in an amount up to 10% of the outstanding account balance. Semester payment due dates are established by the Office of the Bursar. For students electing to pay tuition and fees through the tuition payment plan, the payment due date is the first of each month beginning in August for the fall semester and January for the spring semester with four installments as detailed in the payment plan enrollment information. Failure to pay by the established due date(s) may result in late fees, referral to University Collections and Receivables, and/or referral to an outside collection agency.

## Late Registration Fee

\$50 for full-time students

\$25 for Flex Track/part time students

A student must petition the Office of the Dean of Students (undergraduate) or to the graduate dean to register late or register again after cancellation. If approved, payment is due in full for all debts owed the university, including a late registration fee and late payment fee.

## Delinquent Accounts

An account is considered delinquent when payment has not been received by the payment due date. Once your account is considered delinquent with the university, we are required by the Commonwealth of Virginia to send your account to either a private Collection Agency or the Office of the Attorney General depending on the dollar amount past due. If your account has been sent to a Collection Agency (all accounts receivable under \$10,000.00), the following events will occur until you have paid the Collection Agency in full:

- Addition of 25% collection costs;
- Submission of your account to the Department of Taxation pursuant to the Setoff Debt Collection Act;
- Reporting of your account to all Major Credit Bureaus; and
- Placement of a hold on your William & Mary account making you ineligible for any services from the College such as registration for classes, official transcripts, or a diploma.

If your account has been sent to the Office of the Attorney General (all accounts receivable \$10,000.00), the following events will occur until you have paid the Office of the Attorney General in full:

- Imposition of interest accrual at six percent per annum from (date of initial pre-delinquency invoice or demand letter);
- Addition of 30% attorney's fees to your account balance;
- Submission of your account to the Department of Taxation pursuant to the Setoff Debt Collection Act; and
- Placement of a hold on your William & Mary account making you ineligible for any services from the university such as registration for classes, official transcripts, or a diploma.

## Returned Check Fee

The return of a check issued to the College of William & Mary will result in a \$50.00 returned check fee being placed on the account of the student on whose behalf the check was presented for each returned check no matter the reason. Each account will be allowed two (2) returned checks after which payment by check will not be accepted. Written notification/email on how to resolve the returned check(s) will be sent to the person whose account was affected and/ or the maker of the check.

A hold will be placed on the account affected, until the returned check has been redeemed (made good). If the returned check(s) have not been redeemed by the deadline, an additional 10% (up to \$250.00) late fee will be levied, and the university will begin its collection proceedings

as stated within the guidelines of the Department of Accounts, Commonwealth of Virginia.

Important Note: A returned check may automatically result in a hold on the account affected, which may preclude participation in any or all of the following activities: further check writing privileges, class registration, receipt of grades, issuing transcripts, and/or diplomas.

## Returned Electronic Payment Policy

Payments made online through eServices by credit card and/or echeck which are returned for any reason will result in a \$50.00 returned payment charge being assessed on the student's account at the university.

A hold will be placed on the account affected, until the returned check has been redeemed (made good). If the returned check(s) have not been redeemed by the deadline, an additional 10% (up to \$250.00) late fee will be levied, and the university will begin its collection proceedings as stated within the guidelines of the Department of Accounts, Commonwealth of Virginia.

## Returned Check Payment Methods

- Cash-Pay in person at the Bursar's Office. Obtain a cash register receipt for your records. DO NOT MAIL CASH.
- Certified Funds -Make cashier's check, money order, or other certified funds payable to the College of William & Mary. Include your name, ID#, current address, and phone number on the face of the check.
- Deliver in person or mail certified funds to the following address:

William & Mary  
Attn: Bursar's Office  
P.O. Box 8795  
Williamsburg, VA 23187-8795

- Credit card payment through eServices (a convenience fee will apply)