Every student has a student account, and every student is ultimately responsible for the balance of his/her student account. A student’s responsibilities include the following:

- Reading the Student Handbook and making note of certain fees that can be charged to your student account.
- Adhering to published payment due dates. A $50 late payment fee is charged if payment is not made by the due date.
- Ensuring that all tuition charges on your student account accurately reflect your enrollment status with the School.
- Enrolling in the Student Health Program, or waiving coverage if applicable. Please note: the University requires all full-time students to have coverage under a Major Medical plan.
- Discontinuing enrollment in the Student Health Program.
- Ensuring that correct address information is listed in JHED for timely receipt of student refund checks.
- Ensuring that applicable scholarships, grants, awards, student loans, or sponsor payments are posted to your account.
- Adhering to all policies and procedures pertaining to tuition remission if you are a JHU employee and are utilizing this benefit.

STUDENT ACCOUNTS OFFICE STAFF

Jane Schlegel
Director of Financial Operations

Kimberly Hudgins
Senior Financial Manager

Karen Holemo
Student Accounts Administrator

Debbie A. Cook
Student Accounts Coordinator

Rhonda Allen
Student Accounts Coordinator

Amy Russell
Cash Management Analyst

OFFICE HOURS

Monday thru Friday
8:30 a.m. – 4:00 p.m.
Except Tuesday
8:30 a.m. – 3:00 p.m.
OTHER SERVICES PROVIDED BY THE BUSINESS OFFICE

Notary Public Services
Notary Public Services are available to the Johns Hopkins Bloomberg School of Public Health students, faculty, and staff.

Parking Passes
Parking passes to the Fallsway Satellite Lot, Monument Street Satellite Lot, and monthly MTA passes are sold in the Business Office for registered School of Public Health students. Please visit the Support Services website at http://www.jhsph.edu/~d-supser for more detailed information about parking, public transportation, and shuttle schedules.

Copy Cards
Copy cards are available to all students at a nominal cost.

FREQUENTLY ASKED QUESTIONS

What is my student account number?
Your student account number is your Social Security Number. Foreign students are issued a 9-digit school assigned number in lieu of a Social Security Number.

When can I expect to receive my student loan refund check?
We initiate the process to generate a student loan refund check on the first day of class each term. The check is mailed to the student’s local address and sent bulk mail from our mail facility.

What is the refund policy for dropping a course?
If a course is dropped within the specified add/drop period, a full refund will be issued if payment for the course has been made. If payment was made by cash or check, a check will be processed and mailed to the student’s local address. If the payment was made by credit card, a credit will be processed to that card.

How do I verify or change my local address?
You may do this one of three ways:
• Via the Web at https://registration.jhu.edu
• Email the Registrar’s Office at registra@jhsph.edu
• Visit the Registrar’s Office in E1002

What happens to my refund check if I fail to update my local address?
University policy requires a 30-day waiting period before reissuing a lost check. After 30 days, a stop payment will be placed on the initial check, and a reissued check will be mailed to your local address.

Can I wire my tuition payment to the School?
Yes. The information your financial institution will need to process an ACH or wire transfer is provided at http://www.controller.jhu.edu/depts/cash/revenue/wires.htm

Electronic statements are posted on the web each month on the 16th and due the last business day of that month.

If I leave the University, will my enrollment in the Student Health Program be automatically cancelled?
No. You must cancel your enrollment in the Student Health Program in writing. If charges continue to accrue on your student account, you will be expected to pay your outstanding balance in order to receive your diploma or transcripts.

I’ve been awarded a departmental scholarship. What happens if my department fails to pay my tuition by the payment due date?
Your account will still be charged a $50 late payment fee. You will need to make arrangements for the department to pay the fee.

My employer will pay my tuition. What information is needed to send them an invoice?
We require an official document from your sponsor indicating their desire to pay your tuition and/or fees. The document should contain the appropriate billing address, contact name, terms of the support, and any other pertinent information they may require when submitting an invoice. Sponsored students are exempt from the late payment penalty.

2004-2005 PAYMENT DUE DATES

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<th>Term</th>
<th>Due Date</th>
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