

ADMISSION, REGISTRATION, AND BILLING GUIDE

STONE CENTER SUMMER PROGRAMS

SUMMER 2021

This document contains information about admission, registration, and billing. **Students should review it fully and carefully prior to the program start date.** Please direct all questions to the Program Manager, Dr. Hannah Palmer at sclassum@tulane.edu or (504) 862-8629.

ADMISSION

Accepted applicants will receive an official admission letter by email several weeks after the application deadline. This letter will specify the deadline to “commit” to the program via the instructions below. *Students who fail to commit to the program by the deadline and who do not contact the Program Manager to request an extension will be withdrawn from the program.*

Applicants who decide not to participate in the program should follow the same steps to decline participation.

Instructions to commit/decline:

1. Login to Tulane’s Study Abroad Portal: <https://studyabroad.tulane.edu>
2. Select the appropriate link found under “Applications”
3. Click the “Commit” button found in the “Commitment to Participate” box in the lower left corner. *If you choose not to participate, you can use these same steps to “Decline.”*

University Admission (Non-Tulane Students Only)

All non-Tulane participants must be admitted as temporary students to the University. In late April/early May, the Stone Center will provide student information to the Office of Admissions, who will enter them into our Banner system. *If you have ever applied and been accepted to Tulane University or any affiliated program, please alert the Program Manager.* In this case, the Office of Admissions will reactivate your file rather than create a new one.

Once this process is complete, students will receive an email containing their Tulane username, email address, Banner ID, and a temporary password. It is very important to save this information, as students will need to use this log-in to access the Gibson Portal, Canvas, etc.

Note: *Students’ original program applications will remain tied to the guest ID they established when first applying for the program. Students should continue to use their Guest Username and Password on the Study Abroad Portal only.*

REGISTRATION

The Program Manager will register all students in their courses. *Students should NOT enroll themselves.*

Registration will take place in **two phases**:

1. In mid-May, students will be enrolled in a placeholder course (LAST 0203 or 0205) used *for billing purposes only*. Students will be withdrawn from this course when they are registered for their final courses.
2. After completing their placement tests, students will be enrolled in their official credit-bearing courses (one language course and one content course; see the relevant program website for course numbers and titles.)

PRICING

The total cost for all 2021 programs is **\$4,000 USD**. This amount will be billed as **Tuition only**. *There is no Housing and/or Logistics Fee for this year's programs.*

The price of Tuition includes

- 6-7 Tulane Credits (see Program Website for credit details)
- Select course materials made available through Canvas and/or Google Drive

The price of Tuition does not include

- Additional course materials (dictionaries, books, etc) not available through Canvas and/or Google Drive
- Student equipment including computer, headphones, webcam, etc
- All living expenses

BILLING

After the Program Manager has enrolled students in the placeholder course, charges will appear on student online accounts. Students should consult the [calendar](#) available on the Tulane Accounts Receivable website for precise dates. In general, **payments are due approximately one month after the posting date**.

Students can access their bills through [Gibson Portal](#) by selecting the “Billing” tab. They should consult the [Tulane Accounts Receivable](#) website for more detailed billing information and payment options.

FLAS Billing (For FLAS Fellows only)

Each FLAS-granting institution handles student payments differently. Often, these institutions request that Tulane invoice them directly for awardees' tuition and/or housing/logistics fees (if applicable). The Program Manager will contact students' FLAS Coordinators to arrange any direct billing. *However, students should also communicate with their FLAS coordinators to make sure they understand what, if any, charges the student is responsible for paying.* (For example, Tulane FLAS pays directly for Tuition charges but requires students to pay Housing/Logistics fees out of the living stipends issued to them.)

In the case that your FLAS-granting institution requests direct billing, Tulane's Accounts Receivable department will issue them an invoice. Because university invoicing and payment processes tend to move very slowly, students sometimes receive several late notices from Tulane's Accounts Receivable department as invoices and payments work their way through the system. *Students will NOT be penalized for delays in institutional invoicing and billing processes. In this case, late charges accrued on the invoiced portion of the*

cost will be waived. However, students should alert the Program Manager if they receive a late notice, and she will follow up with the appropriate offices.

1098-T

Tulane students should see their Summer Program charges and FLAS fellowships (if applicable) automatically included on their regular 1098-T. If they do not, they should contact the [Accounts Receivable](#) department directly.

Non-Tulane students will likely not receive a 1098-T unless they provide their Social Security Number to the Accounts Receivable department. They can do so by completing the Social Security Number Request on [Gibson Portal](#) or by completing and returning a [W-9s](#) to the Accounts Receivable department. For more information and detailed instructions, visit the Accounts Receivable [website](#).