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 system and provide documentation from the Office of Financial Aid that you are late due to waiting for them to release your funds.

Please advise the Financial Aid office that you are enrolled in contract courses.

We must be notified of any third party scholarships or payments within 48 hours.

Virginia529 and Veterans Education Benefits are accepted

Visit our website Payment Information page for further information.

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. 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.

Up to 7 days from first class—100% refund
8-14 days from first class—50% 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:

Up to 7 days from first class—owe no tuition
8-14 days from first class—owe 50% tuition
After 14 days from first class—owe 100%

Virginia529 and Veterans Education Benefits are accepted

Visit our website Payment Information page for further information.

Special Education Outreach Payment Office

George Mason University
Finley 102, MSN 1F2
4400 University Drive
Fairfax, VA 22030

Phone: 703-993-3670
Fax: 703-993-3681
E-mail: SpecEpay@gmu.edu

http://gse.gmu.edu/special-education-cohort/financial-information/

Keep this brochure for reference.
Receipt Requests
Receipts are automatically generated for credit card payments. There is an option on the website for receipt requests for check payments.

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

After 60 days past due, our office refers past-due accounts to the University’s Cash 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: 703-993-3670
SpecEpay@gmu.edu

http://gse.gmu.edu/special-education-cohort/financial-information/

Registration
Continuing Cohort Students now 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 (digital signature not accepted) must be scanned and emailed to: spedreg@gmu.edu or Faxed to 703-993-3681

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 will be assessed. The late registration fee is $100.

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. The instructor should announce the official count. If the instructor fails to announce the count, it is the student’s responsibility to ask the instructor or contact the Outreach Payment Office for this information.

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
We prefer that you pay your tuition by credit or debit card because of the ease of refunds. If you must pay by check or money order, make checks payable to George Mason University and mail to the address on the front of this brochure. Make sure you include your name, G#, and the course and section number on the check. Checks must be postmarked within 48 hours of the first posted night of class.

Payment by Credit or Debit Card
Begin by going to our online payment site: http://gse.gmu.edu/special-education-cohort/financial-information/

Click on the “Credit Card Payment” link

For security purposes, you must use your GMU username and password to get to the credit card payment form. If you do not have an active GMU username, go to the website for payment instructions.

Visa or MasterCard Only
You will receive a message on the screen after you click on the “process” box. If the message is “Thank You for Your Payment,” your payment is complete.

If you see a “Payment Declined” message, contact your credit card company.

If you see a “Payment Error” message and the reason for the error is not adequately explained, email SpecEpay@gmu.edu for assistance.

Do Not Pay on Patriot Web
Payments made on Patriot Web will be treated as non-payment and subject to late fees

http://gse.gmu.edu/special-education-cohort/financial-information/