

# UCLA Educational Leadership Program (ELP)

## **In Order to Meet Important Deadlines Students agree to:**

- Check their designated email(s) regularly each week for communications
- Check MyUCLA regularly ([www.my.ucla.edu](http://www.my.ucla.edu)) for messages about their enrollment and student account charges
- Communicate with their faculty member(s) in advance if they must miss a class

## **If Obtaining Financial Aid Students agree to:**

- Respond immediately to communication from Jennifer Fernandez in the UCLA Financial Aid Office ([jfernand@saonet.ucla.edu](mailto:jfernand@saonet.ucla.edu)) or via phone (310) 825-4595
- Respond immediately to the FAN information she sends
- Sign their Master Promissory Note sent by following the instructions they receive
- *Complete the Debt Management Training (if required)*
- If a paper check is received from the Financial Aid Office, they will first pay the tuition owed to ELP if this has not been done so already and verify payment on ([www.my.ucla.edu](http://www.my.ucla.edu))

## **Students agree to make Tuition Payment on Time**

- Each quarter students will pay tuition (in full) by the requested due date. UCLA Student Accounting will charge a \$50 late fee and cancel enrollment if payment is not received by Friday (5 pm) the week tuition is due.

## **Special Circumstances in Lieu of Paying Tuition**

- If a student needs to take a Leave of Absence or withdraw from the university, they will notify the ELP Office by two weeks before the start of the UCLA quarter (Shan Boggs - [boggs@gseis.ucla.edu](mailto:boggs@gseis.ucla.edu) in writing, including my "last day of class")
- If a student needs to take a Leave of Absence or withdraw from the university, they will notify the UCLA Financial Aid Office in writing of this fact to discontinue loan awards immediately (they will be required to provide a "last day of class") if I am receiving Financial Aid

***Students who do not pay their tuition (through Bruin Bill) by the start of classes each quarter will have their enrollment discontinued - It is the obligation of the student to inform the ELP Office (Shan Boggs - [boggs@gseis.ucla.edu](mailto:boggs@gseis.ucla.edu)) in writing by two weeks before the start of class if he/she plans to withdraw from UCLA, has applied for a Leave of Absence, or has scheduled his/her Final Oral Exam for a date no more than two weeks after***

For precise information about current tuition, please contact Shan Boggs via email ([boggs@gseis.ucla.edu](mailto:boggs@gseis.ucla.edu)) or by calling (310) 206-0558.

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