WITHDRAWAL
If you register for courses and later decide not to attend Vanderbilt, you must notify the Peabody Office of Academic Services in writing before your classes begin to be entitled to a full refund of tuition and fees.

FINANCIAL AID
Students who were awarded Peabody College merit aid were notified of their award in their admissions letter. Students should follow instructions in their admissions letter for accepting or declining the award offer. If you have questions about your Peabody merit aid, please email Peabody.financialaid@vanderbilt.edu

The Vanderbilt Office of Student Financial Aid prepares federal aid award packages for students who have completed the FAFSA. If you have questions about the FAFSA or federal aid, please contact your federal aid counselor:

Last names A-K: Kelly Hawthorne – Kelly.hawthorne@vanderbilt.edu
Last names L-Z: Samantha Sullivan – Samantha.m.sullivan@vanderbilt.edu

CHANGE OF ADDRESS
Students should check the address that Vanderbilt has for you by selecting the “Address Change” link on your YES landing page. An accurate mailing address is important as some documents cannot be sent by e-mail will be sent to your local address on the system. Many new students will not have a Nashville local address until moving here. At whatever point you change your local address, you must use this YES feature to make changes.

PAYMENT OF TUITION AND FEES
Tuition for summer 2016 is $1,506.00 per credit hour and there is a onetime transcript fee of $30.00 for new students, and an $80.00 (approximate) activity/recreation fee charge. We do not have the summer insurance cost at this time. Students must visit the Office of Student Accounts home page to set up your e-bill. Paper bills are no longer mailed to students.

Information on fall 2016 and spring 2017 tuition and fees is not available at this time and will be sent by email in June after the Vanderbilt Board of Trust has officially set the tuition and fees for the 2016/2017 academic year. Student health insurance is mandatory unless you complete the Insurance Waiver form online. Waivers for health insurance must be submitted your first summer of admittance and every fall semester or you will be charged for insurance. You may visit the Student Health website to confirm your insurance choices/waive your insurance. If you wish to have the insurance fee waived, please do so before the stated deadline.

VANDERBILT STUDENT ID CARDS
When you arrive on campus for classes, go to the Vanderbilt Card Office, 184 Sarratt Student Center, to have your Vanderbilt ID card made. You will need to have a valid form of photo ID with you. A Vanderbilt ID card is necessary to access many facilities including the library, dining, and recreation center.
**PARKING PERMITS**
Students should visit the [Traffic and Parking website](#) for information on acquiring an on-campus parking permit.

**AUDIT**
Only degree seeking students registered for at least one hour of credit may audit a Peabody course. Special students are not allowed to audit courses. Prior permission of the instructor is required to audit Peabody courses. A **Permission to Audit** form is available in the Peabody Office of Academic Services (Peabody Admin Building, room 211) and on the Peabody Office of Academic Services’ website. The charge for auditing a Peabody course is $10.00, which will be charged to your student account. An audit must be declared no later than the last day to register in a term or session. After that date, courses may not be changed to an “audit” status or from audit to a "graded" status.

**INDEPENDENT STUDY/VARIABLE CREDIT COURSE REGISTRATION**
Students wishing to register for **variable credit** courses, including readings and research, selected internship or practicum, field work/experience, or special projects must complete and submit an **“Individual Learning Agreement”** to the Peabody Office of Academic Services no later than the last day to register for a class for that semester. Classes requiring an Individual Learning agreement form have a class note to this effect in their description on YES.

The Peabody OAS Office staff will enter registrations for variable credit courses upon receipt of the Individual Learning Agreement form. Individual Learning Agreement forms are available on the Peabody Office of Academic Services’ website, and in our office (Peabody Admin Building, room 211).

If you have questions concerning any of this information, please contact the Peabody OAS office at 615-322-8400 or reach out via email – Thank you!

Dean Betty Lee  
[Betty.s.lee@vanderbilt.edu](mailto:Betty.s.lee@vanderbilt.edu)  
212 Peabody Administration Building

Malina Halman, Program Coordinator  
[Malina.c.halman@vanderbilt.edu](mailto:Malina.c.halman@vanderbilt.edu)  
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