

****IMPORTANT INFORMATION FROM THE BURSAR & STUDENT FINANCIAL SERVICES OFFICE ****

SPRING SESSION II 2014

***TUITION BILLS ARE NOT MAILED. YOU MUST CHECK YOUR CUNYFIRST ACCOUNT ***

*Avoid Long Lines! Once you have completed your registration, please go to the Office of the Bursar, Room C-110, to settle your registration bill. If your balance due is \$200 or more, you must settle your registration bill by the close of business according to the payment due date schedule on this flyer. Failure to do so will result in cancellation of your registration. For your convenience, we offer the following payment options:

Spring 2014 Tuition Rates:

Residents of NYC who are:

- **Full-Time/Matriculated**
12-18 credits/tuition units
\$2100.00
- **Part-Time/Matriculated**
Less than 12 credits/tuition units
\$180.00 per credit/tuition unit
- **Non-Matriculated (Non-Degree)**
\$235.00 per credit/tuition unit

Non-Residents of NYC who are:

- **Out-of-State Residents & International Students**
\$280.00 per credit/tuition unit
- **Non-Matriculated (Non-Degree)**
\$370.00 per credit/tuition unit
- **Student fees:**
Full-Time: **\$183.45** Part Time: **\$92.45**

TuitionPay Payment Plan from SallieMae

For only **\$16.75** and a percentage of your current semester tuition balance, you may enroll now thru **May 23, 2014** in the **01/15 SPRING Session 1 & 2 plan** by phone at **1-800-635-0120** or via web at: www.tuitionpay.com/cuny.

If you enroll: **Down Payment upon:**

NOW — JAN. 15	17%	(6 payments)
JAN. 16 — FEB. 15	20%	(5 payments)
FEB. 16 — MAR. 15	25%	(4 payments)
MAR. 16 — APR. 15	33.3%	(3 payments)
APR. 16 — MAY. 23	50%	(2 payments)

FINAL PAYMENT DUE BY JUNE, 15, 2014

SM Acceptable Payments: E-check, Discover, MasterCard, AMEX cards. No Cash or Visa Cards!!

1st Payment due at time of enrollment. When enrolling with SallieMae tuition payment plan, you must pay directly to SM account.

PAYMENT DUE DATES

<u>If you register:</u>	<u>You must pay by:</u>
Nov. 01 — Apr. 20	THURS. 05/01/14
Apr. 21 — May. 19	MON. 06/02/14
May. 20 — June. 18	WED. 06/18/14
After June 18*	*IMMEDIATELY

PAYMENT OPTIONS

1. CUNYfirst: <https://home.cunyfirst.cuny.edu> to pay your bill online using your **CUNYfirst account**

- **Check** has no processing fee.
- **Credit card** (MasterCard, Visa, Amex or Discover) There is a **2.65 %** processing fee.

2. By Mail: Checks and money orders can be mailed to:

***Office of the Bursar
LaGuardia Community College
31-10 Thomson Avenue, Room C-110
Long Island City, NY 11101***

3. In Person: Payments can be made at the Office of the Bursar (C-110) during the following office hours:

Mon. & Thur.	9:00am-7:00pm
Tues. & Wed.	9:00am-5:00pm
Friday	9:00am-4:30pm

- **Only Cash, Checks & Money Orders** are accepted at the Bursar's Window (C-110).
- **Checks & Money Orders** made payable to **LaGuardia Community College**. Be sure to include your **EMPLID number**.

• **Drop Box**
Only checks and money orders should be placed in the Drop Box located outside the Bursar's Window (C-110). Envelopes are available above the drop box.

More Payment Options 

PAYMENT OPTIONS CONTINUED

5. Financial Aid:

Any financial aid appearing on your bill is **ESTIMATED** and subject to change. If your financial aid does not cover your entire tuition and fees, you must settle the remaining balance by the close of business on the payment deadline.

6. Third Party Voucher:

You must submit a voucher or an official letter from your employer or union to the Office of the Bursar (C-110) by the close of business on the payment deadline.

FINANCIAL AID DEADLINES

****The FAFSA priority deadline for Spring 2014 was Dec. 15, 2013. **** All documentation has to be submitted by **Jan. 15, 2014**. If you missed these deadlines, you will be expected to enroll in a **Tuitionpay** payment plan. Any financial aid appearing on your bill is **ESTIMATED** and subject to change.

If your financial aid does not cover your entire tuition and fees, you must pay the remaining balance by the close of business on your scheduled payment deadline.

To ensure proper delivery of college correspondence, please verify that the Offices of Student Financial Services and the Registrar have your correct mailing address.

For assistance with:

* Your financial aid application (FAFSA), go to the Student Financial Services Resource Center (C-109)

BURSAR NOTICE

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.

In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

REFUND POLICY SPRING 2014 SESSION II

NOTE: You must drop your classes PRIOR to JUNE 19 to qualify for 100% tuition refund.

	Tuition Refund	Tuition Liability
JUNE 19 — 23	50%	50%
JUNE 24 — 27	25%	75%

No tuition refunds after June 27, 2014

IMPORTANT TELEPHONE NUMBERS

STUDENT INFORMATION CENTER (718) 482-5935
BURSAR (718) 482-7226
STUDENT FINANCIAL SERVICES (718) 482-5242
REGISTRAR (718) 482-5242
ADMISSIONS (718) 482-7206

IMPORTANT FACTS

- Financial Aid Checks are disbursed in October/November for the Fall semester and April/May for the Spring semester. Financial Aid Checks are directly mailed to students. If you do not receive your check in the mail, you may contact the Financial Aid Office C 107. **Note:** Direct Deposit or the CUNY Scholar Support Prepaid Card is also available at your request.
- A Bursar service indicator will be placed on your student account if you have an outstanding balance resulting from any unpaid financial aid, balance due to college, book voucher, bad check, emergency loans and/or TuitionPay payment plan delinquency.
- Please refer to the Drop/Withdrawal policy on our Bursar web site: <http://www.laguardia.edu/bursar> and/or college catalog when dropping or withdrawing from classes. **Note:** There is a significant difference when dropping and/or withdrawing from a course as it may affect your registration bill.
- You can enroll in our Tuitionpay payment plan for only \$16.75 and a percentage of your current semester tuition balance, if your financial aid is not appearing on your bill. Once it is determined that you are entitled to receive financial aid, your payment plan may be canceled at our discretion. If this results in a refund, it may be included in your financial aid check or a refund check may be generated and mailed to you.