NOTE: Effective March 13, 2016, all credit and debit card transactions must be processed via the CUNY Payment Plan, which can be accessed through CUNYfirst Self-Service. For more information, log onto: www.qc.cuny.edu/admissions/bursar/Pages/default.aspx.

**PAYMENT OPTIONS**

**CHOOSE A PAYMENT OPTION:**

☐ E-CHECK ONLINE VIA CUNYfirst
No fee is charged for e-check transactions.

☐ PAYMENT PLAN—NELNET
Log on to your CUNYfirst Self-Service Student Center, then go to Finances and select Enroll/Manage Payment Plan. You must complete your enrollment by the due date of your bill. The enrollment fee for the payment plan is $95 per semester or session if you are using a credit card. If you opt for direct withdrawals from a bank account, the enrollment fee is $40 per semester or session. For additional help, please call 1-888-470-6014.

☐ BY MAIL
This option cannot be used once the semester starts: August 25, 2016
Make checks payable to Queens College and be sure to write your student ID number on all checks. Checks should be mailed to: Queens College, CUNY Bursar’s Office 65-30 Kissena Blvd. Queens, NY 11367-1597

☐ DROP BOXES ARE FOR CHECKS ONLY
Drop boxes are located inside the lobby doors of Jefferson Hall and outside the Bursar’s Office (Jefferson Hall, Room 200).

☐ IN PERSON
Only cash, money order, or check payments are accepted at the Bursar’s Office (Jefferson Hall, Room 200).

**Bursar’s Office Hours:**
Monday–Thursday, 9:30 am–4:30 pm; Friday, 9:30 am–1:00 pm; and Tuesday–Wednesday, 5:00–7:00 pm (when classes are in session).

**Payment Due Dates**

<table>
<thead>
<tr>
<th>If you register by:</th>
<th>Payment is due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 28–July 1</td>
<td>July 13, 2016</td>
</tr>
<tr>
<td>July 2–26</td>
<td>August 3, 2016</td>
</tr>
<tr>
<td>July 27–August 18</td>
<td>August 18, 2016</td>
</tr>
<tr>
<td>August 19 or later</td>
<td>Immediately</td>
</tr>
</tbody>
</table>

**Liability Schedule**

If you withdraw or drop classes on or after the first day of classes (August 25, 2016), you incur a liability.

<table>
<thead>
<tr>
<th>If you withdraw or drop your classes:</th>
<th>You are responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before August 24</td>
<td>No liability</td>
</tr>
<tr>
<td>August 25–31</td>
<td>25% of tuition</td>
</tr>
<tr>
<td>September 1–7</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>September 8–14</td>
<td>75% of tuition</td>
</tr>
<tr>
<td>After September 14</td>
<td>100% of tuition</td>
</tr>
</tbody>
</table>

You also are liable for all the associated fees.

**Verifying Payment**

To check if your payment has been applied, go to your CUNYfirst self-service.

**PLEASE NOTE**

1. We strongly urge you to apply early for financial aid or loans, so that they are reflected on your student account by your due date.
2. Any financial aid appearing on the bill is estimated and subject to change.
3. If your financial aid does not fully cover your tuition and fees, you must pay the remaining balance by the due date of the bill. If you do not receive the financial aid you anticipated, you are liable for the full amount of your bill. If you move, be sure to notify the One Stop Center.
4. You have the option of having your financial aid funds and any refunds due to you from the college electronically deposited for you. We recommend direct deposit.
5. To apply for direct deposit: navigate to your CUNYfirst Self-Service Center ➔ Campus Finances ➔ Manage My Accounts ➔ Add Account, and follow the instructions.
6. Refunds of payments made by credit card will be issued to your credit card.
7. It is your responsibility to be aware of your specific due date, and to meet it in order to avoid cancellation of your classes. Payment due dates may occur during the weekend. For students who prefer to pay in person, please plan accordingly to determine the last day the Bursar’s Office will be open to receive your payment by your due date.
8. It is University policy that all tuition/fee bills be settled (at the latest) by the first day of the semester or session. You may pay online through CUNYfirst, up until 11:59 pm on the day before classes begin. You are encouraged to pay online to avoid problems and having to wait on lines.

**Refunds**

If you choose not to attend, you must drop your courses before the first day of class. Failure to do so automatically entails a financial obligation on your part.

**PLEASE NOTE**

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