PAYMENT OPTIONS

Choose a payment option:

❑ **Online via CUNYfirst**
You can pay your bill by American Express, Discover, MasterCard, Visa, or e-check online at CUNYfirst (http://home.cunyfirst.edu/oam/Portal_Login1.html). Payment via credit card will incur a 2.65% convenience fee. No fee is charged for an e-check transaction.

❑ **By Mail**
This option cannot be used once the semester starts: JANUARY 29, 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).

❑ **Payment Plan – Nelnet**
Log on to your CUNYfirst Self-Service Student Center, then go to Finances and select Enroll/Manage Payment Plan to complete your enrollment. The enrollment fee is $40.00 per term. You must complete your enrollment by the due date of your bill. For additional help, please call 1-888-470-6014.

❑ **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</th>
<th>Payment is due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 2–Dec. 5</td>
<td>Dec. 15, 2015</td>
</tr>
<tr>
<td>Dec. 6–Jan. 8</td>
<td>Jan. 15, 2016</td>
</tr>
<tr>
<td>Jan. 23 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 (January 29, 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>January 29–February 4</td>
<td>25% of tuition</td>
</tr>
<tr>
<td>February 5–February 11</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>February 12–February 18</td>
<td>75% of tuition</td>
</tr>
<tr>
<td>After February 18</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**

■ 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.

■ Any financial aid appearing on the bill is estimated and subject to change.

■ 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.

■ 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.

■ Refunds of payments made by credit card will be issued to your credit card.

■ To apply for direct deposit, navigate to Your CUNYfirst Self Service Center ➞ Campus Finances ➞ Manage My Accounts ➞ Add Account, and follow the instructions.

■ 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.

■ It is University policy that all tuition/fee bills be settled (at the latest) by the first day of the semester/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.