E-CHECK ONLINE VIA CUNYFIRST
- No fee is charged for e-check transactions.
- If you plan to use your savings account to pay online, please inquire with your bank whether electronic payments generated from your savings account are honored.
- Disable pop-up blocker on your browser.
- Enter the following information to complete the ePayment:
  - bank routing number located at the far left-hand side at the bottom of your check – 9-digit number
  - checking account number located at the bottom center of your check
  - Do not enter check number located at the bottom right hand side of your check.

BY MAIL—CHECKS/MONEY ORDERS ONLY
Make checks/money orders payable to Queens College and be sure to write your student ID number on all checks. Checks should be mailed to:
Queens College, CUNY
Attn: Bursar’s Office
65-30 Kissena Blvd.
Queens, NY 11367-1597

DROP BOXES ARE FOR CHECKS AND MONEY ORDER PAYMENTS 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 pm
January 2, 5–7 pm

529 AND OTHER COLLEGE SAVINGS PLANS:
- Withdrawals from your 529 account must match payment for qualifying expenses within the same tax year.
- Choose one of two options:
  • Request the disbursement be direct deposited to your bank account and then pay Queens College via eCheck online by your due date.
  • Request the payment be made directly to Queens College by your due date.

EXTERNAL/PRIVATE SCHOLARSHIP:
Please submit your award letter to the Bursar’s Office immediately upon receipt and/or before the due date of your bill.

COLLEGE/DEPARTMENT SCHOLARSHIP:
- The respective college department will inform the Financial Aid Office of your award.
- The Financial Aid Office will post the award to your student account.

EMPLOYER AND/OR THIRD PARTY PAYING YOUR BILL:
Please submit your voucher or official employer authorization letter to the Bursar’s Office immediately upon receipt and/or before the due date of your bill.

FEDERAL AND STATE FINANCIAL AID AND LOANS:
- Apply early so that your award is reflected on your student account by your due date. OCTOBER 1—Online FAFSA application available
- Any financial aid appearing on your account is ESTIMATE and subject to change.
- Approved Financial Aid will be applied to your bill and any excess payment will be refunded to you.
- Financial Aid will not appear on your student account unless you follow all instructions outlined in your award letter and submit all requested documents.
- Check and complete all items on your to do list in your student center.
- Federal Loans – make sure you sign your promissory note and attend the exit interview, if necessary.
- If your financial aid payment does not fully cover your balance, you are responsible for paying the difference by your due date.
- Changes in your semester enrollment can result in reduced or revoked financial aid, making you responsible for paying any remaining balance on your bill.
- Visit the Financial Aid website www.qc.cuny.edu/admissions/fa/Pages/default.aspx for additional information.

PAYMENT OPTIONS

Payment Due Dates
To avoid class cancellation, pay your bill on or before your due date.

IF YOU REGISTER BY	PAYMENT DUE
October 29–November 22	December 6
November 23–December 26	December 26
December 27 or later	Immediately

Liability Schedule
If you withdraw from or drop classes on or after the first day of classes (January 2, 2018), you incur a liability.

<table>
<thead>
<tr>
<th>IF YOU WITHDRAW OR DROP YOUR CLASSES</th>
<th>YOUR PAYMENT LIABILITY IS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2</td>
<td>50% liability</td>
</tr>
<tr>
<td>January 3–4</td>
<td>75% liability</td>
</tr>
<tr>
<td>January 5 or later</td>
<td>100% liability</td>
</tr>
</tbody>
</table>

Your statement is accessible on CUNYfirst Self-Service.

NOTE
Once you register for classes, you assume financial responsibility. If you choose not to attend, you must drop your courses before the first official day of the term. Failure to do so automatically entails a financial obligation on your part.

Check your Queens College email regularly. All Bursar’s Office communications are sent via email.