



Queens College

# Bursar's Office

## SUMMER SESSION 2005

You can check whether your payment has been applied via the telephone or web registration system.

### PAYMENT OPTIONS

**Avoid long lines!**  
Choose from the following six (6) payment options. We accept MasterCard and Visa credit cards.

- Make checks payable to **Queens College.**
- Be sure to write your 9-digit Student ID Number (or Social Security Number) on **all** checks and credit card payments.

#### Web Registration

Pay your bill by Visa or MasterCard online via the Web Registration System at <http://webreg.qc.edu>.

#### By Telephone: 1-718-606-1100

You can pay your bill with Visa or MasterCard by calling the Telephone Registration System.

#### By Mail

Checks and credit card payments can be mailed to the address indicated on the bill or to:

Queens College  
Bursar's Office  
65-30 Kissena Blvd.  
Flushing, NY 11367-1597

#### By Fax: 1-718-997-4519

Fax credit card number (MasterCard or Visa only), expiration date, student's name, Student ID Number (or Social Security Number), and signature of the card holder.

#### Drop Boxes (checks and credit card payments only)

Located just inside the lobby doors of Jefferson Hall and outside the Bursar's Office, Jefferson Hall 200.

#### In Person

Payments can be made at the Bursar's Office, Jefferson Hall, Room 200

Bursar's Office Hours:

Mon.-Fri., 9:30 am-4:30 pm

Wednesdays, June 6 through Aug. 10, 5-7 pm

Note: There are no Friday hours when the college is closed (June 24, July 1, 15, 22 & 29, and August 5).

### PAYMENT DUE DATES

If you register	Payment is due
March 31-April 12	April 27
April 13-April 19	May 4
April 20-April 26	May 11
April 27-May 3	May 18
May 4-May 10	May 25
May 11-May 17	June 1
May 18-May 24	June 3
May 25-July 4	within 48 hours
July 5-July 6	within 24 hours

You will receive only one bill based on your original registration. Any changes made after your original registration will be reflected on your net bill, which will be mailed after July 20.

**Note:** Unless you have prior financial aid history, your payment is due **in full** by the due date on the bill. Partial payments will be returned.

### FINANCIAL AID

All potential financial aid students are strongly advised to make a minimum payment of the student activity fees to hold their registration.

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

**Note:** TAP, APTS, and state scholarship students: All courses taken each semester must be applicable towards your degree for state aid eligibility.

If your financial aid DOES NOT FULLY cover your tuition and fees, you must pay the remaining balance by the bill due date. Every student is responsible for the full amount of tuition and fees regardless of whether or not grants, scholarships, or other financial support is received. If you move, be sure to notify the Registrar and the Office of Financial Aid of your new address.

#### FINANCIAL AID DIRECT DEPOSIT

You can have your financial aid deposited directly into your bank account. Pick up a form at the Financial Aid Office or the Bursar's Office. For more information, call Shirley Hong at the Bursar's Office, 1-718-997-4505.

## CALENDAR • Summer 2004

In addition to the official academic calendar, listed below are dates and deadlines that may be important for you to remember.

June 2, Thursday	Commencement – no classes or related events scheduled
June 6, Monday	First day of Summer Session 1S and 1L
June 29, Wednesday	Last day of Summer Session 1S
July 4, Monday	Independence Day – <b>College Closed</b>
July 5, Tuesday	First day of Summer Session 2S and 2L
July 18, Monday	Last day of Summer Session 1L
July 28, Thursday	Last day of Summer Session 2S
August 15, Monday	Last day of Summer Session 2L
August 26, Friday	First day of Fall 2005 classes (tentative)

## IMPORTANT TELEPHONE NUMBERS



Bursar's Office  
1-718-997-4500

Admissions Office  
1-718-997-5600

Financial Aid Office  
1-718-997-5100

Registrar's Office  
1-718-997-4400

Hope Scholarship & Lifetime  
Learning Tax Credit Hotline  
1-718-997-4534

### ABOUT YOUR BILLING...

All tuition and fee charges for Summer Sessions 1 and 2 are combined on one bill. If you register for both Summer 1 and Summer 2 courses, the tuition charge is the sum of the sessions.

The Activity Fees charged are \$42.85 (Summer 1) and \$57.10 (Summer 2), for a total of \$99.95.

A Technology Fee of \$75.00 for full-time and \$37.50 for part-time students is charged to each student. If you are taking courses in both Summer 1 and 2, you will only be charged once for the Technology Fee. In addition, there is a Consolidated Service Fee of \$5.00 for each session.

### ...AND DROPS

Since the two sessions are combined on one bill, any payments made will be applied to both sessions, and will hold all courses in both sessions. If you are registered for courses in both sessions but wish to drop out of a Summer 1 course, you must drop that course prior to June 6 to receive a 100% refund. Any payments received will then be applied to your Summer 2 course(s). Non-payment of this bill will result in the college canceling both your Summer 1 and 2 registration. Summer 2 courses must be dropped prior to July 5 for 100% refund.



**Don't let your registration become a tragedy, pay your tuition by the due date on your bill.**

### Refund Schedule | Summer Session 1

<u>Withdrawal or Drop Date</u>	<u>Refund Rate</u>	<u>Liability</u>
<b>Through June 5</b>	<b>100%</b>	<b>None</b>
<b>June 6 – June 9</b>	<b>50%</b>	<b>50%</b>
<b>After June 9</b>	<b>No Refund</b>	<b>100%</b>

### Refund Schedule | Summer Session 2

<u>Withdrawal or Drop Date</u>	<u>Refund Rate</u>	<u>Liability</u>
<b>Through July 4</b>	<b>100%</b>	<b>None</b>
<b>July 5 – July 12</b>	<b>50%</b>	<b>50%</b>
<b>July 13 – July 19</b>	<b>25%</b>	<b>75%</b>
<b>After July 19</b>	<b>No Refund</b>	<b>100%</b>

**If you choose not to attend, you must drop your classes before the following dates for a full refund:  
June 6 for Summer 1 – July 5 for Summer 2**