



# Bursar's Office

FALL 2009

## PAYMENT OPTIONS

Avoid long lines! Choose from the five payment options below. We no longer accept credit card payments in the Bursar's Office.

**Note:** Your bill is accessible on eSIMS. The Bursar's Office makes every effort to get a bill mailed to your home address, but **YOU** are responsible for payment of your tuition and fees whether or not you receive a bill in the mail.

- Make checks payable to Queens College.
- Be sure to write your student ID number on all checks.

### NEED A PAYMENT PLAN?

Call TuitionPay at **1-866-267-2869 (1-866-267-CUNY)** or visit them online at [www.tuitionpay.com](http://www.tuitionpay.com) for information. You must complete your registration with TuitionPay by the due date on your bill. For those who register after July 31, TuitionPay will have a representative on campus at the Bursar's Office from August 17 through September 4, 2009. TuitionPay follows the same office hours as the Bursar.

### BY MAIL

**(Note: This option CANNOT be used once the Fall semester starts (Friday, August 28, 2009).)**

Checks can be mailed to the address indicated on the bill or to:

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

### DROP BOXES ARE FOR CHECKS ONLY

They are located just inside the lobby doors of Jefferson Hall and outside the Bursar's Office, Jefferson Hall, Room 200.

### ONLINE VIA eSIMS

You can pay your bill by Discover, American Express, MasterCard or e-check online at eSIMS (<http://esims.cuny.edu>). eSIMS is CUNY's online Student Information Management System. You can also access eSIMS through the Queens College homepage ([www.qc.cuny.edu](http://www.qc.cuny.edu)); just click on "Online Student Services" on the right-hand side.

### IN PERSON

Payments can be made at the Bursar's Office, Jefferson Hall, Room 200. Bursar's Office Hours: 9:30 am–4:30 pm, Monday–Friday, and 5:00–7:00 pm Tuesday & Wednesday (when classes are in session)

## 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 toward 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 due date on 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 both the Registrar and the Financial Aid Office.

### Financial Aid Direct Deposit

- You can have your financial aid deposited directly into your bank account. Pick up a form at Financial Aid or the Bursar's Office.

To check if your payment has been received and applied, please use eSIMS (<https://esims.cuny.edu>.)

## PAYMENT DUE DATES

IF YOU REGISTER	PAYMENT IS DUE
March 25–June 30	July 16, 2009
July 1–31	August 13, 2009
August 1–17	August 27, 2009
August 18–25	September 3, 2009
August 26–Sept. 2	September 10, 2009

You will receive only one bill based on your original registration. Changes made after your original registration will be reflected on a net bill, which will be mailed after September 21.

Any payment received for the semester will **HOLD all your classes** and keep them from being canceled. This includes classes added after the payment. To cancel a course, you **MUST** use eSIMS (<https://esims.cuny.edu>).

**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.**

Tuition & fees are subject to change without notice, pursuant to a City University Board of Trustees Resolution.

# FALL 2009 CALENDAR

In addition to the official academic calendar, listed below are dates and deadlines to remember.

August 28, Friday	First day of Fall 2009 weekday classes
August 28, Friday	First day of Fall 2009 Weekend College classes
September 7, Monday	Labor Day—College Closed
September 18, Friday	Beginning of <i>P/NC</i> and unevaluated withdrawal period
September 18–20, Friday–Sunday	No classes scheduled
September 28, Monday	No classes scheduled
September 29, Tuesday	Classes follow a Monday schedule
October 12, Monday	Columbus Day—College Closed
October 14, Wednesday	Classes follow a Monday schedule
November 26–29, Thursday–Sunday	Thanksgiving recess—College Closed
December 11, Friday	Last day of Fall 2009 weekday classes
December 14–21, Monday–Monday	Final exams

## DEADLINE DATES

### October 11, Sunday

Last day to submit proof of 2nd immunization to the Health Service Center for in-state students.

### October 26, Monday

Last day to submit proof of 2nd immunization to the Health Service Center for out-of-state students.

### October 28, Wednesday

Last day to file for a *P/NC* and unevaluated withdrawal.

### November 1, Sunday

Last day to file for Fall 2009 (February 2010) graduation.

### December 10, Thursday

Last day for second semester freshmen to submit *P/NC* requests.

### December 21, Monday

Last day to resolve incomplete or absent grades from previous term.

**PARKING:** Log on to [www.qc.cuny.edu](http://www.qc.cuny.edu) in late July if you need to apply for on-campus parking. A postcard reminder with exact dates will be sent by mail.

## REFUND SCHEDULE

Withdrawal or Drop Date	Refund Rate	Liability
Through August 27	100%	None
August 28–September 3	75%	25%
September 4–10	50%	50%
September 11–17	25%	75%
September 18 and beyond	No Refund	100%

## 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

If you choose not to attend classes, you **MUST** drop your courses before August 28, 2009 for a full refund.