

# BILLING, PAYMENT & FINANCIAL AID

You will be billed through the mail if you make your initial selection of courses no later than May 24. The due date for the payment will be indicated on the bill. This represents the date the payment is due at the college; it is not the postmark date. Payment of the original bill must be made regardless of any intention to change your program. Any variation from this must be approved, in advance, by the Bursar. If someone else is paying your bill, make certain it is paid on time.

If you make your initial selection of courses after May 24, you must pay within 48 hours; after July 4, you must pay within 24 hours. You may pick up a bill at the Bursar's Office. If you cannot pay in person, you may pay your bill by fax (see page 45) or over the Web Registration System.

If your check is returned to the college by the bank, you will have to make that payment and future payments with cash, credit card, money order, or certified check. You will lose the privilege of paying by check for any services for the remainder of your enrollment at the college. In addition, a \$15 reprocessing fee will be charged.

A stop payment on your check does not cancel your registration or relieve you of your liability. See paragraph 5 on page 8 under "Highlights of the Registration System" for a discussion of the process of dropping courses.

If your liability is not satisfied totally, the Bursar will place a stop on your records, and your future registration, transcripts, graduation, etc. will be affected.

If you do not make full payment of your tuition, fees, and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees, and court costs, in addition to whatever amounts you owe the college. Nonpayment of a default judgment against your account also may be reported to a credit bureau and reflected in your credit report.

## Important Notice

Any attempt to circumvent or disrupt the established registration process shall result in the cancellation of the student's registration. Notification of any unauthorized actions will be sent to the Office of the Vice President for Student Affairs and may result in disciplinary sanctions. If clearance is obtained, the student will be allowed to re-register during the late registration period, subject to the late registration fee, and with no guarantee that courses will still be open.

## Program Adjustments

Students must pay an \$18 adjustment fee for adding a course, which will be billed along with any additional tuition fees. (See the Tuition Obligation/Refund chart on page 47 for information on dropping a course.)

## Late Registration Fee

If you register for classes on or after the first day of classes for Sessions 1S and 1L (June 4) or Sessions 2S and 2L (July 2), you will incur a late registration fee of \$25. This fee applies to all students.

## Course Withdrawals

Students may seek to withdraw from a course after the official drop period. Permission to withdraw is granted only for the most urgent reasons, and documentation is required. Faculty evaluation of the student's performance in the course up to the point of withdrawal is also required.

Procedures for withdrawal are detailed on page 11.

## TUITION & OTHER FEES

All tuition and other fees listed in this *Bulletin* and in any registration material issued by the college are subject to change without prior notice. In the event of any increase in fees, payments already made will be treated as partial payment and notification will be given of the additional amount due and the time and method for payment.

## Undergraduate Tuition and Fees (Matriculated and Non-Degree)

A *non-refundable* fee of \$65 is automatically charged to any visiting Summer Session student who registers for a course. This application fee is non-refundable even if the student later decides not to take the course.

## New York State Residents

Degree – \$170 per credit

Non-degree – \$250 per credit

Senior citizen fee – \$80 per session

## Non-Residents

Degree – \$360 per credit

Non-degree – \$530 per credit

Undergraduates who take graduate courses as part of their undergraduate program pay undergraduate tuition for them. All other graduate courses are billed at the graduate rate. If the graduate course is not part of the undergraduate program, students will be billed at the graduate rate.

## Continuing Senior Citizens

New York State residents who are at least 60 years old and have completed high school or its equivalent may attend Queens College for only \$65 (plus a \$15 consolidated fee) per session on an audit (no credit) basis. Registration will be on a seat-available basis. Senior citizens must have been enrolled during the Spring 2007 semester to attend Summer Session.

## Activity Fee: Undergraduates

All undergraduate students are required to pay an activity fee for each session in which they register. This fee covers student activity fees, child care, Public Interest Research Group (PIRG), sports fee, and disabled students fee. It does not cover fees a student may incur individually, such as fees for late registration, program changes, transcripts, special examinations, or parking. Unless changed after printing of this *Bulletin*, the activity fees are listed on page 45.

The activity fee or senior citizen's fee is non-refundable if paid and is non-cancelable if billed, except when the

college cancels all courses for which a student has registered. Exceptions are made as follows:

1. If a student is placed on active military service, partial refunds may be made. Students who are so notified should get in touch with the Registrar's Office immediately.
2. The \$5 PIRG fee portion of the activity fee is refundable if application is made to the QC PIRG Office, Student Union, Room B22, within one week after classes begin.
3. The \$10 sports fee portion of the activity fee is refundable if application is made to FitzGerald Gym, Room 218, within one week of the beginning of classes for Sessions 1S and 1L and two weeks after the beginning of classes for Sessions 2S and 2L.
4. The child care fee is refundable if application is made in the Child Development Center Office, Kiely Hall, Room 245, within one week of the beginning of either session. You must show your paid bill and validated ID with your application.

#### **Special Courses**

For details about courses to help you pass the CUNY Assessment Tests, contact the Academic Support Center (718-997-5670).

#### **Graduate Tuition & Fees (Matriculated and Non-Matriculated)**

##### **New York State Residents**

\$270 per credit  
\$65 per additional contact hour

##### **Non-Residents**

\$500 per credit  
\$85 per additional contact hour

Graduate students who take undergraduate courses and receive undergraduate credit for them are charged the undergraduate tuition and the graduate activity fee.

#### **Activity Fee: Graduates**

All graduate students are required to pay an activity fee for each session in which they register. This fee covers the

non-instructional cost of laboratories, student activities, Public Interest Research Group (PIRG), Student Union, publications, some medical services, and the like. It does not cover service fees a student may incur individually, such as fees for program changes, late registration, transcripts, special examinations, or parking. Unless changed after printing of this *Bulletin*, the activity fees are as listed on page 45.

If a student is placed on active military service, partial refunds of various fees may be made. Students who are so notified should get in touch with the Registrar's Office immediately.

The \$5 PIRG fee portion of the activity fee is refundable if application is made to the Queens College PIRG Office, Student Union, Room B22, within one week after classes begin.

#### **Payment of Fees**

Any payment received for the semester will hold all your classes from being canceled. This includes classes added after the payment. To cancel a course, you must use the Web Registration System.

In planning to register for courses, all students must be prepared to pay all fees associated with registration. These include tuition, material/film and transportation/field charges, the activity fee, and other fees. Students registering through May 24 will receive a bill in the mail. The bill must be paid by the "payment due date" printed on the bill. Failure to pay on time may result in cancellation of your registration. If you pay by check or money order, your name and Student ID or Social Security Number must be written on it. All financial aid must be applied to the bill by the Financial Aid Office, located in Jefferson Hall, Room 202.

If you are paying by credit card and cannot come to the Bursar's Office, you may pay your bill by fax (see page 45) or over the Web registration system.

*Important Note:* After May 23, students must pick up their bill at the Bursar's Office or access it using the Web

registration system and pay within 48 hours; after July 1, pay within 24 hours. Failure to pay on time will result in cancellation of your registration. All financial aid must be applied to the bill by the Financial Aid Office (Jefferson Hall, Room 202).

#### **Holds**

The college reserves the right to deny registration, withhold transcripts, diplomas, or other services to any student/former student who (1) owes the college any past due tuition, fees, debts, or other charges, including but not limited to parking violations, breakage, emergency loans, or otherwise, or (2) has not paid or fully complied with the requirements of his/her student loan, whether or not the loan is due to the college, a bank, or other local, state, or federal agency for which the college acts as a disbursing or certifying authority.

#### **Special Fees**

1. An application fee of \$125 will be charged to all non-CUNY students seeking admission to the college or filing an application for a master's degree program.
2. Readmission fee of \$10 payable by students who withdrew from the college and want to be readmitted.
3. CUNY has approved a new technology fee to be paid by all students. The fee is \$75 for full-time and \$37.50 for part-time students.
4. Nonpayment service fee of \$15. Students who are delinquent in paying tuition and fees will be required to pay this fee in addition to all outstanding bills to regain the privileges of good fiscal standing with the college, which include the right to attend classes and access to student records. If the student is required to pay a readmission fee, the nonpayment service fee shall be in addition, if appropriate.
5. A charge of \$25 for students who register on or after the first day of each session.
6. A charge of \$18 for students who change their programs on or after the first day of each session.
7. A student who issues a bad check will be liable for tuition and fees in

*(continued on page 46)*

<b>Activity Fee (UNDERGRADUATE)</b>	<b>Total</b>	<b>Student Svcs. Corp. fee</b>	<b>Disabled Students fee</b>	<b>NYPIRG fee</b>	<b>Sports fee</b>	<b>Student govt. activity fee</b>	<b>Special noninstruc. fee</b>	<b>Child Care fee</b>	<b>College Assoc. fee</b>
A. Session 1	\$42.00	\$20.00	\$2.00	\$5.00	\$10.00	\$1.05	-0-	\$2.00	\$1.95
B. Session 2	56.25	30.00	2.00	5.00	10.00	2.54	-0-	2.00	4.71
C. Senior Citizen (NYS Resident over 60 taking any undergraduate courses) per session	80.00	-0-	-0-	-0-	-0-	-0-	\$80.00	-0-	-0-
D. Cooperating Teachers:									
Session 1	25.00	-0-	-0-	-0-	-0-	-0-	25.00	-0-	-0-
Session 2	25.00	-0-	-0-	-0-	-0-	-0-	25.00	-0-	-0-

  

<b>Activity Fee (GRADUATE)</b>	<b>Total</b>	<b>Student Svcs. Corp. fee</b>	<b>Disabled Students fee</b>	<b>NYPIRG fee</b>	<b>Sports fee</b>	<b>Student govt. activity fee</b>	<b>Special non-instruc. fee</b>	<b>Child Care fee</b>	<b>College Assoc. fee</b>
A. Session 1	\$34.25	\$20.00	\$2.00	\$5.00	\$3.00	\$1.05	-0-	\$1.25	\$1.95
B. Session 2	48.25	30.00	2.00	5.00	3.00	2.45	-0-	1.25	4.55
C. Cooperating Teachers:									
Session 1	25.00	-0-	-0-	-0-	-0-	-0-	25.00	-0-	-0-
Session 2	25.00	-0-	-0-	-0-	-0-	-0-	25.00	-0-	-0-

**Note:** All students (including non-degree and senior citizens) will be charged a Consolidated Service Fee of \$15 for each semester or session. All students (including non-degree) will be charged a university student senate fee of \$.85 for each session (does not apply to senior citizens). All students (except senior citizens and College Now) will be charged a technology fee of \$75 (full-time) or \$37.50 (part-time) only once during the Summer.

## SUMMER 2007 CREDIT CARD AUTHORIZATION FORM

All students may pay their bills by fax. This is especially convenient if you register after May 23, because you will not receive a bill in the mail and your payment is due within 48 hours. You can determine the amount you owe the college at the time of registration or when changing your program via the Web (<https://esims.cuny.edu>). Only MasterCard and Visa are accepted.

To pay by fax, make a photocopy of this form, fill it out completely, and then fax it to the Bursar at 718-997-4519. Please retain a copy of your fax confirmation page for your records.

Student's ID No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student's Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Amount \_\_\_\_\_

MasterCard Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date \_\_\_\_\_ - \_\_\_\_\_

Visa Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date \_\_\_\_\_ - \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

addition to a reprocessing fee. A “stop payment” on a check does not cancel registration. The student must withdraw officially. If the return of the check resulted from a bank error, and the bank acknowledges the error in writing, the college will make adjustments.

8. Breakage fees to cover the cost of equipment damaged in the course of laboratory work. There is no charge for total breakage under \$1.

9. Replacement at list price of any physical education equipment issued to the student that is missing from the student’s gym locker at the end of each session.

10. A fee of \$25 when a makeup examination is given. Each additional examination in one session is \$5.

11. A fee of \$90, including 6% NYC parking tax, is charged for campus parking privilege, if granted. (See Campus Parking, page 53.)

12. Duplicate Records: duplicate ID, Bursar’s bill, immunization records, etc., \$5.

13. A charge of \$25 for the binding of the master’s thesis.

Payment of service fees, fines, miscellaneous charges, and all bills may be made at the Bursar’s windows (Jefferson Hall, Room 200).

#### **Material/Film and Transportation/Field Charges**

Material/film and transportation/field (MAT) charges may be applied in addition to tuition for various courses in this *Bulletin*. Charges are listed in the current online Class Schedule, available prior to registration. A student who drops a course that has such charges before the first day of classes will receive a 100% refund.

#### **Refund Process**

**Note: You must drop a course before the first day of classes to receive a 100% tuition refund.**

If you want a 100% tuition refund, you must drop your course(s) online via eSIMS (<https://esims.cuny.edu>) prior to the first day of classes for each session. Please refer to page 7 for the available dates and times.

If you have paid your bill and then officially drop a course, you may receive a tuition refund according to the schedule on page 47.

#### **FINANCIAL AID**

##### **Tuition Assistance Program (TAP) Awards**

To be eligible for TAP for Summer Session 2007, students must have earned 24 credits applicable to their degree during the prior two semesters (Fall 2006 and Spring 2007), and these credits must have been earned at Queens College. All other eligibility requirements for TAP must also be met. Eligible students should request Summer term TAP when filing the TAP Application for 2007–08. Students enrolled for 12 or more credits in Sessions 1S, 1L, 2S and/or 2L will use a full-semester award; those enrolled for 6 to 11 credits will receive a partial award and will use half a semester’s TAP eligibility. Payment of Summer awards cannot be expected until the Fall of 2008. However, awards received prior to registration can be credited toward tuition bills.



### Pell Grants

You may receive a Pell Grant payment for Summer if: (1) you have not received your full Pell Grant eligibility for 2006–07; or (2) you have received an award for 2007–08 and request a payment for the Summer (see a Financial Aid advisor). You must also be matriculated.

Caution: If you will be a full-time student for the 2007–08 academic year, your Spring semester payment will be reduced if you receive a Summer payment from your 2007–08 Pell Grant.

### SEEK Awards

SEEK (Search for Education, Elevation, and Knowledge) students registered for 6 or more credits in the Summer may be eligible for a Summer SEEK award (for a maximum of two summers). The 2007–08 financial aid application must be filed in a timely manner.

If you have completed the 2007–08 FAFSA and you are expecting financial aid because you are eligible, please pay your student activity fee in order to secure your registration.

We urge you to complete your financial aid application on the Web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) as it takes only two weeks to receive a response.

Information on college costs, eligibility criteria, and other financial aid programs, including Direct Loans, can be obtained in the Financial Aid Office in Jefferson Hall, Room 202 (718-997-5100).

Please see the college's *Bulletin* for additional Financial Aid Eligibility Requirements.

## BILLING SCHEDULE

Registration Date	Billing Method	Due Date
March 29–April 26	Mail (Daily beginning April 13)	Printed on bill, but not later than May 11.
April 27–May 23	Mail (Daily)	Printed on bill, but not later than June 5.
May 24–July 4	Pick up in Bursar's Office*	Pay within 48 hrs.
July 5–6	Pick up in Bursar's Office*	Pay within 24 hrs.

\*You may get the total you owe via eSIMS.

### Note:

1. Students receiving their bills by mail are encouraged to use the self-addressed envelope for payment, thus avoiding waiting on line. The payment must reach us by the due date indicated on the bill.
2. A 100% refund of tuition will be granted only if you drop your courses eSIMS before June 4 for Session 1 and before July 2 for Session 2.
3. **Failure to pay your tuition bill on time may result in cancellation of your registration. If you make ANY payment, regardless of session, it will hold ALL of your Summer Session registrations.**
4. **If you wish to drop a course, you must do so online.**

## TUITION OBLIGATION/REFUND

	Obligation Due Queens College	Refund
<b>Summer Sessions 1</b>		
Drops prior to June 4	0%	100%
Drops from June 4–7	50%	50%
Drops after June 7	100%	0%
<b>Summer Sessions 2</b>		
Drops prior to July 2	0%	100%
Drops from July 2–8	50%	50%
Drops within the next seven calendar days (July 9–15)	75%	25%
Withdrawal after July 15	100%	0%