Your statement is accessible on CUNYfirst self-service.

**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 4, 2016

  Make checks payable to Queens College. **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 just 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–1:00 pm; and
  
  January 4: 9:30 am–4:30 pm, 5–7 pm

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**Payment Due Dates**

<table>
<thead>
<tr>
<th>If you register</th>
<th>Payment is due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 2–Nov. 15</td>
<td>Dec. 1, 2015</td>
</tr>
<tr>
<td>Nov. 16–Dec. 5</td>
<td>Dec. 15, 2015</td>
</tr>
<tr>
<td>Dec. 29–Jan. 3</td>
<td>Immediately</td>
</tr>
</tbody>
</table>

**Verifying Payment**

To check if your payment has been applied, go to your CUNYfirst self-service.

**Liability Schedule**

If you withdraw or drop classes on or after the first day of classes (January 4, 2016), you incur a liability.

<table>
<thead>
<tr>
<th>If you withdraw or drop your classes on:</th>
<th>You are responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 4</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>Jan. 5–Jan. 8</td>
<td>75% of tuition</td>
</tr>
<tr>
<td>Jan. 9 or later</td>
<td>100% of tuition</td>
</tr>
</tbody>
</table>

You also are liable for all the associated fees.

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