

# BURSAR'S OFFICE

Fall 2019 Newsletter • August 27—First day of classes

## 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.

- First day of Fall Classes is August 27, 2019

## Payment Due Dates

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

| IF YOU REGISTER    | PAYMENT DUE |
|--------------------|-------------|
| February 13–July 9 | July 30     |
| July 10–July 30    | August 13   |
| July 31–August 20  | August 20   |
| After August 20    | Immediately |

## Liability Schedule

If you withdraw or drop classes on or after the first day of classes (August 27, 2019), you incur a liability.

| IF YOU WITHDRAW OR DROP YOUR CLASSES | YOUR PAYMENT LIABILITY IS |
|--------------------------------------|---------------------------|
| On or before August 26               | No liability              |
| August 27–September 2                | 25% liability             |
| September 3–9                        | 50% liability             |
| September 10–16                      | 75% liability             |
| After September 16                   | 100% liability            |

## PAYMENT OPTIONS

### 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.

### PAYMENT PLAN—NELNET

- **MAY 1—Payment Plan Available**
- You must complete your enrollment by the due date of your bill.
- The enrollment fee for the payment plan is \$95 per semester or session if you are using a credit card. If you opt for direct withdrawals from a bank account, the enrollment fee is \$40 per semester or session.
- For additional help, please call 1-888-470-6014.

### Instructions:

1. Log in to your CUNYfirst Self Service Student Center.
2. Go to Finances and select Enroll/Manage Payment Plan.
3. Click on Payment Plan from the menu on the left.

### 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

Red 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  
Tuesday–Wednesday, 5–7 pm (when classes are in session)  
Friday, 9:30 am–1 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. Online FAFSA application available
- Any financial aid appearing on your account is ESTIMATED 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](http://www.qc.cuny.edu/admissions/fa/Pages/default.aspx) for additional information.