

# BURSAR'S OFFICE

Fall 2021 Newsletter • August 25-First day of classes • December 21-Last 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.

## Payment Due Dates

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

IF YOU REGISTER	PAYMENT DUE
April 5–June 30	July 14
July 1–July 28	August 11
July 29–August 18	August 18
August 19 or later	Immediately

## Liability Schedule

If you withdraw or drop classes on or after the first day of classes (August 25, 2021), you incur a liability.

IF YOU WITHDRAW OR DROP YOUR CLASSES	YOUR PAYMENT LIABILITY IS
Before August 25	No liability
August 25–August 31	25% liability
September 1–7	50% liability
September 8–14	75% liability
September 15 or later	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 BY CREDIT CARD VIA CUNYFIRST

- A nonrefundable service fee of 2.65% will be charged to your account in addition to your payment.
- Disable pop-up blocker on your browser
- Enter your credit card information to complete payment.

### PAYMENT PLAN—NELNET

- APRIL 27—Payment Plan Available
- You must complete your enrollment by the due date of your bill.
- The enrollment fee for the payment plan is \$25 for credit card or echeck.
- 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—

The Bursar's Office is closed and working

remotely. We are unable to process payments by mail. Please do not mail payments, instead use the ECHECK/CreditCard option.

### IN PERSON

IN PERSON – At this time, the Bursar's Office is unable to accept in-person payments. Please use one of the options currently available.

### 529 AND OTHER COLLEGE SAVINGS PLANS:

- Withdrawals from your 529 account must match payment for qualifying expenses within the same tax year.
- Request the disbursement be direct deposited to your bank account and then pay Queens College via eCheck online 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 via email to our Scholarship Clerk.

**Visit:** <https://www.qc.cuny.edu/admissions/bursar/Pages/Staff-Contact-Info.aspx> for contact information.

### 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 via email to our 3rd Party Coordinator.

**Visit:** <https://www.qc.cuny.edu/admissions/bursar/Pages/Staff-Contact-Info.aspx> for contact information.

### 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.

**NOTE:** If you are experiencing difficulty making payment with the above options, please contact us.

