Your statement is accessible on CUNYfirst Self-Service.

NOTE
Once you register for classes, you assume a 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 spring classes is January 27, 2020.

**PAYMENT PLAN**—NELNET

- **NOVEMBER 6—Payment Plan Available**
- You must complete your enrollment by the due date of your bill.
- The enrollment fee for the payment plan is $40 per semester or session whether paying by eCheck or credit/debit card. If you opt to use a credit card, a non-refundable service fee of 2.65% will be charged to your account, in addition to each monthly installment payment.
  1. Log in
  2. Disable pop-up blocker on your browser.
  3. Click on Enroll/Manage Payment Plan
  4. Click on Payment Plan from the menu on the left.
  5. Follow the prompts to complete your payment.

- For additional help, please call 1-888-470-6014.

**PAYMENT DUE DATES**
To avoid class cancellation, pay your bill on or before your due date.

<table>
<thead>
<tr>
<th>IF YOU REGISTER</th>
<th>BY PAYMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 21, 2020 or later</td>
<td>IMMEDIATELY</td>
</tr>
</tbody>
</table>

**LIABILITY SCHEDULE**
If you withdraw from or drop classes on or after the first day of classes (January 27, 2020), you incur a liability.

<table>
<thead>
<tr>
<th>IF YOU WITHDRAW OR DROP YOUR CLASSES</th>
<th>YOU ARE RESPONSIBLE FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON or BEFORE Jan. 26, 2020</td>
<td>No liability</td>
</tr>
<tr>
<td>Jan. 27–Feb. 2, 2020</td>
<td>25% of Tuition</td>
</tr>
<tr>
<td>Feb. 3–9, 2020</td>
<td>50% of Tuition</td>
</tr>
<tr>
<td>Feb. 10–16, 2020</td>
<td>75% of Tuition</td>
</tr>
<tr>
<td>Feb. 17, 2020 or LATER</td>
<td>100% of Tuition</td>
</tr>
</tbody>
</table>

**PAYMENT OPTIONS**

**Echeck ONLINE VIA CUNY FIRST**
1. Log in to your CUNYfirst Self-Service Student Center
2. Click Make a Payment
3. Click View and Pay Accounts
4. Enter ONLY the amount you want to pay Queens College
   - No fee is charged for eCheck 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.

**CREDIT CARD ONLINE VIA CUNY FIRST**
A non-refundable 2.65% service fee is charged for credit card transactions.
1. Log in to your CUNYfirst Self Service Student Center.
2. Go to Finances and select Make a Payment.
3. Click on View and Pay Accounts from the menu on the left.
4. Enter ONLY the amount you want to pay Queens College.
5. Disable pop-up blocker on your browser.
6. Follow the prompts to complete your payment.

**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**
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–1:00 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 the due date of your bill.

**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 payment due date. OCTOBER 1–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 the due date of your bill.
- 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/qq/Pages/default.aspx for additional information.