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 Winter Classes is January 2, 2020

### Payment Due Dates

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

<table>
<thead>
<tr>
<th>IF YOU REGISTER BY</th>
<th>PAYMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 20–Nov. 22, 2019</td>
<td>Dec. 6, 2019</td>
</tr>
<tr>
<td>Dec. 27, 2019 or later</td>
<td>IMMEDIATELY</td>
</tr>
</tbody>
</table>

If you withdraw from or drop classes on or after the first day of classes (January 2, 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. 1, 2020</td>
<td>No liability</td>
</tr>
<tr>
<td>January 2, 2020</td>
<td>50% of Tuition</td>
</tr>
<tr>
<td>January 3–4, 2020</td>
<td>75% of Tuition</td>
</tr>
<tr>
<td>January 5, 2020 or LATER</td>
<td>100% of Tuition</td>
</tr>
</tbody>
</table>

### 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.

#### CREDIT CARD ONLINE VIA CUNYFIRST
- A non-refundable 2.65% service fee is charged for credit card transactions.
- Disable pop-up blocker on your browser.
- 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
  - Friday, 9:30 am–1:00 pm
  - January 2, 5–7 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 payment 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 the 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 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.