

OFFICE OF THE BURSAR
 UPDATES
 FOR
 SPRING 2018 SESSION I



31-10 Thomson Avenue, Room C-110
 Long Island City, NY 11101
 718-482-7226

Tuition Rates For SPRING 2018:

Residents of NYC/STATE:

•**Full-Time/Matriculated**

12-18 credits/tuition units
\$2400.00

•**Part-Time/Matriculated**

Less than 12 credits/tuition units
\$210.00 per credit/tuition unit

•**Non-Matriculated (Non-Degree)**

\$265.00 per credit/tuition unit

Non-Residents of NYC/ STATE:

•**Out-of-City/State Residents & International Students**

\$320.00 per credit/tuition unit

•**Non-Matriculated (Non-Degree)**

\$420.00 per credit/tuition unit

•**Student fees:**

Full-Time: **\$208.45**

Part Time: **\$104.95**

IMPORTANT FACT

Financial Aid Checks are disbursed beginning September for the Spring semester and March for the Spring semester. Financial Aid Checks are directly mailed to students. If you do not receive your check in the mail, you may contact the Financial Aid Office C 107. **Note:** Direct Deposit or the CUNY Scholar Card also available at your request.

REFUND POLICY
SPRING 2018 SESSION I

NOTE: You must drop your classes PRIOR to Mar. 02 to qualify for 100% tuition refund.

	Tuition Refund	Tuition Liability
Mar 02— 07	75%	25%
Mar 08— 13	50%	50%
Mar 14— 18	25%	75%

No tuition refunds after March 18, 2018.

Please refer to the Drop/Withdrawal policy on our Bursar website: <http://www.lagcc.cuny.edu/Bursars/Home/> and/or college catalog when dropping or withdrawing from classes. **Note:** There is a significant difference when dropping and/or withdrawing from a course as it may affect your registration bill.

BURSAR NOTICE

A Bursar negative service indicator will be placed on your student account if you have an outstanding balance resulting from any unpaid financial aid, balance due to college, book advance, bad check, emergency loans and/or NELNET payment plan delinquency.

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to any amounts you owe the college.

In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

CUNYfirst PAYMENT DUE DATES

SPRING 2018 Session I

If you register:	You must pay by:
If you register:	You must pay by:
Now– Jan. 12	02/01/2018 (Thu)
Jan 13-Feb.05	02/15/2018 (Thu)
Feb. 06-Feb.22	02/22/2018 (Thu)
After Feb.22	Immediately (Upon Registration)

NELNET PAYMENT PLAN

\$40.00 fee per semester for monthly e-check payment and \$95 fee per semester for monthly credit card payment plans plus a percentage of your current semester tuition balance. You may enroll now for the SPRING semester via web at:

<http://www.mycollegepaymentplan.com/cuny>

Enroll by	Number of Payments	Months of Payments
Jan 18	6	Jan – June
Feb 10	5	Feb – June
Mar 11	4	Mar– June

**LAST DAY TO ENROLL IN A PAYMENT PLAN IS
SATURDAY, MARCH 11, 2018**

NELNET Acceptable Payments: E-check, Discover, Visa, MasterCard, AMEX cards. No CASH

Notes: Upon Enrollment, initial Payment is comprised of First Payment and Enrollment Fee.

All payments after the initial Payment are automatically withdrawn from your account on the remaining scheduled Payment Dates. Payments will be processed on the 1st of the Month for LaGuardia CC.

PAYMENT OPTIONS

NO CREDIT OR DEBIT CARDS ACCEPTED

1. CUNYfirst:

Using your **CUNYfirst account online**
<https://home.cunyfirst.cuny.edu>

E-Check Only: no processing fee.

* Please have your bank routing number and bank account number available.

2. By Mail:

Checks and money orders can be mailed to:
Office of the Bursar
LaGuardia Community College
31-10 Thomson Avenue, Room C-110
Long Island City, NY 11101

3. In Person:

Payments by **Cash, Checks & Money Orders ONLY.**

Office Hours:

Mon. & Thur. 9:00am-7:00pm
Tues. & Wed. 9:00am-5:00pm
Friday 9:00am-4:30pm

- **Checks & Money Orders** made payable to **LaGuardia Community College.**

Be sure to include your **EMPLID number.**

4. Drop Box

Only checks and money orders should be placed in the Drop Box located outside the Bursar's Window (C-110). Envelopes are available above the drop box.

5. Financial Aid:

Any financial aid appearing on your bill is **ANTICIPATED** and subject to change. If your financial aid does not cover your entire tuition and fees, you must settle the remaining balance by the close of business on the payment deadline.

6. Third Party Voucher:

You must submit a voucher or an official letter from your employer or union to the Office of the Bursar (C-110) by the close of business on the payment deadline.

FINANCIAL AID DEADLINES

****The FAFSA priority deadline for SPRING 2018 was April 19, 2017**** All documentation had to be submitted by **May 19, 2017**. If you missed these deadlines, you will be expected to enroll in a **NELNET** payment plan. Any financial aid appearing on your bill is **ANTICIPATED** and subject to change.

If your financial aid does not cover your entire tuition and fees, you must pay the remaining balance by the close of business on your scheduled payment deadline.

To ensure proper delivery of college correspondence, please verify that the Offices of Student Financial Services and the Registrar have your correct mailing address including apartment number.

For assistance with:

- Your financial aid application (FAFSA), go to the Student Financial Services Resource Center (**C-109**)

***Scholarship**

Apply for a LaGuardia Foundation Scholarship to qualify for up to \$4,200. Apply at www.laguardia.edu/scholarships