

**REFUND POLICY**  
**FALL 2017 SESSION I**

**NOTE: You must drop your classes PRIOR to Sept 07 to qualify for 100% tuition refund.**

	<b>Tuition Refund</b>	<b>Tuition Liability</b>
Sept 07— 12	75%	25%
Sept 13— 18	50%	50%
Sept 19— 23	25%	75%

**No tuition refunds after SEPT 23, 2017.**

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

**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.

**Tuition Rates For FALL 2017:**

**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 out 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 Fall 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.

**OFFICE OF THE BURSAR**

**UPDATES**

**FOR**

**FALL 2017 SESSION I**



**31-10 Thomson Avenue, Room C-110**

**Long Island City, NY 11101**

**718-482-7226**

**bursar@lagcc.cuny.edu**

## CUNYfirst PAYMENT DUE DATES

### FALL 2017 Session I

<u>If you register:</u>	<u>You must pay by:</u>
Now– July 20	08/09/2017 (Wed)
July 21-Aug. 13	08/23/2017 (Wed)
Aug.14-Aug.30	08/30/2017 (Wed)
After Aug.30	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 **FALL** semester via web at:

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

Enroll by	Number of Payments	Months of Payments
Aug 18	6	Aug - Jan
Sept 01	5	Sept - Jan
Sept 13	4	Oct - Jan

**LAST DAY TO ENROLL IN A PAYMENT PLAN IS WEDNESDAY, SEPTEMBER 13, 2017**

**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 FALL 2017 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](http://www.laguardia.edu/scholarships)**