

**** IMPORTANT INFORMATION FROM THE BURSAR
& STUDENT FINANCIAL SERVICES OFFICE ****

SPRING SESSION II 2012

***Avoid Long Lines! Once you have completed your registration, please go to the Office of the Bursar, Room MB-55, to settle your registration bill. If your balance due is \$200 or more, you must settle your registration bill by the close of business according to the payment due date schedule on this flyer. Failure to do so will result in cancellation of your registration. For your convenience, we offer the following payment options:**

Payment Options

- **TuitionPay Payment Plan from Sallie Mae**
Enroll for only **\$16.75** and **1/3** of your current semester tuition balance (www.tuitionpay.com/cuny)
- **Credit Cards** (MasterCard, American Express and Discover cards by utilizing your **CUNY Portal account**) **VISA CARDS ARE NOT ACCEPTED!!!!**
- **Only Cash, Checks & Money Orders** are accepted at the Bursar's Window (MB-55).
- **All Checks & Money Orders** made payable to **LaGuardia Community College**. Be sure to write the last 4-digits of your (social security number or ID number).
- **E-Check via e-SIMS(CUNY Portal)**
- **Financial Aid and Scholarships**
- **Third Party Voucher**

HOW TO PAY

1. Web Payment

Go to www.laguardia.edu to pay your bill online using your **CUNY Portal account**

- **E-Check** has no processing fee.
- **Credit card** (MasterCard, Amex or Discover only).
- There is a **2.65 %** processing fee.

2. By Mail

Checks and money orders can be mailed to:
Office of the Bursar
LaGuardia Community College
31-10 Thomson Avenue, Room MB-55
Long Island City, NY 11101

3. In Person Payments can be made at the Office of the Bursar (MB-55) during the following office hours:

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

4. Drop Box

Only checks and money orders should be placed in the Drop Box located outside the Bursar's Window (MB-55). Envelopes are available above the drop box.

5. TuitionPay Payment Plan from Sallie Mae

For only \$16.75 and **1/3** of your current semester tuition balance, you may enroll in the **6/13 3 PAY SPRING Session II plan** by phone at 1-800-635-0120 or via web at: www.tuitionpay.com/cuny. You may also enroll in person with a TuitionPay representative on campus outside the Office of the Bursar (MB-55) on the following days:

TuitionPay Enrollment Dates

June 04 — 07	9 — 7 pm
June 08	9 — 3 pm
June 11 — 14	9 — 7 pm
June 15	9 — 3 pm
June 18 — 20	9 — 7 pm

*****PAYMENT DUE DATES*****

If you register: **You must pay by:**
Now thru June 4

If Your Last Names Begins With:

A — L **Wed. 06/06/12**

M — Z **Thu. 06/07/12**

THE FOLLOWING DATES ARE FROM A-Z:

June 05 — 11 **Wed. 06/13/12**

June 12 — 17 **Tue. 06/19/12**

STUDENT FINANCIAL SERVICES
C-107

FINANCIAL AID DEADLINES

****The FAFSA deadline to apply for Spring 2012 was Dec. 15, 2011. **** All documentation had to be submitted by **Jan. 15, 2012**. If you missed these deadlines, you will be expected to enroll in a **TuitionPay** payment plan. Any financial aid appearing on your bill is **ESTIMATED** 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.

For assistance with:

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

REFUND POLICY
Spring 2012 SESSION II

	Tuition Refund	Tuition Liability
Last day for 100% refund		
Jun. 25	100%	0%
Jun. 26-July 02	50%	50%
July. 03-10	25%	75%

No tuition refunds after July 10, 2012.



IMPORTANT
TELEPHONE NUMBERS

BURSAR (718)482-7226
REGISTRAR (718)482-5242
STUDENT FINANCIAL SERVICES (718)482-5242
ADMISSIONS (718)482-7206
STUDENT INFO. CENTER (718)482-5935

6. Financial Aid

Any financial aid appearing on your bill is **ESTIMATED** 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.

7. Third Party Voucher

You must submit a voucher or an official letter from your employer or union to the Office of the Bursar (MB-55) by the close of business on the payment deadline.

*****IMPORTANT*****

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 whatever 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.

Important Facts

- Financial Aid Checks are disbursed in October/November for the Fall semester and April/May 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 Office of the Bursar. **Note:** Direct Deposit or the CUNY Scholar Support Prepaid Card is also available at your request.
- A Bursar stop will be placed on your student account if you have an outstanding balance resulting from any unpaid financial aid, balance due to college, book voucher, bad check, emergency loans and/or TuitionPay payment plan delinquency.
- Please refer to the Drop/Withdrawal policy on our Bursar web site: <http://www.laguardia.edu/bursar> 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.
- You can enroll in our TuitionPay payment plan for only \$16.75 and 1/3 of your current semester tuition balance, if your financial aid is not appearing on your bill. Once it is determined that you are entitled to receive financial aid, your payment plan may be canceled at our discretion. If this results in a refund, it may be included in your financial aid check or a refund check may be generated and mailed to you.