REFUND POLICY
SPRING 2016 SESSION I

NOTE: You must drop your classes PRIOR to MAR 05 to qualify for 100% tuition refund.

<table>
<thead>
<tr>
<th>Tuition Refund</th>
<th>Tuition Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 05—10</td>
<td>75%</td>
</tr>
<tr>
<td>MAR 11—16</td>
<td>50%</td>
</tr>
<tr>
<td>MAR 17—21</td>
<td>25%</td>
</tr>
</tbody>
</table>

No tuition refunds after MARCH 21, 2016.

IMPORTANT FACTS

- 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 Support Prepaid Card is also available at your request.

- A Bursar 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.

- 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.

New Tuition Rates Effective Spring

Residents of NYC who are:
- 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 who are:
- Out-of-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

BURSAR NOTICE

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.

BURSAR’S OFFICE
UPDATES FOR
SPRING 2016 SESSION I

Office of the Bursar
31-10 Thomson Avenue, Room C-110
Long Island City, NY 11101
718-482-7226
CUNYFirst PAYMENT DUE DATES

SPRING 2016 session I

If you register: You must pay by:

Now-Jan 10 01/27/2016 (Wed)

Jan 11-Feb. 04 02/17/2016 (Wed)

Feb.05-Feb. 27 02/27/2016 (Sat)

After Feb. 27 Immediately (Upon Registration)

NELNET PAYMENT PLAN

For only $40.00 and a percentage of your current semester tuition balance, you may enroll now thru March 10, 2016 for the Spring semester via web at: http://www.mycollegepaymentplan.com/cuny

Enroll by Number of Payments Months of Payments
Dec 22 6 Dec - May
Jan 22 5 Jan - May
Feb 2 4 Feb - May
Mar 10 3 Mar - May

LAST DAY TO ENROLL IN A PAYMENT PLAN IS THURSDAY, MARCH 10 2016

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 subsequent to the initial Payment are automatically processed on the remaining scheduled Payment Dates. These will be processed on the 1st of the Month for LaGuardia CC.

PAYMENT OPTIONS

1. CUNYfirst: https://home.cunyfirst.cuny.edu to pay your bill online using your CUNYfirst account
   - E-Check has no processing fee.
   - Credit card (MasterCard, Visa, Amex or Discover) 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 C-110
   Long Island City, NY 11101

3. In Person: Payments can be made at the Office of the Bursar (C-110) during the following office hours:

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

   - Only Cash, Checks & Money Orders are accepted at the Bursar’s Window (C-110).
   - 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 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.

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 2016 was April 15, 2015** All documentation had to be submitted by May 15, 2015. If you missed these deadlines, you will be expected to enroll in a NELNET 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)

*Scholarship*

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