

## Helpful Hints

Students should check their Hunter email regularly for academic and administrative messages regarding their college experience.

Register on the date of your appointment! Don't delay registering or you may NOT get the classes you want or need to graduate!

The College will NOT mail your tuition and fee bill. If you want one mailed, please email [bursarbill@hunter.cuny.edu](mailto:bursarbill@hunter.cuny.edu) to request it or come to the OASIS, N217 and pick one up.

Financial Aid on your bill is estimated and dependent upon a number of factors including (but not limited to) certification of program, enrollment and GPA. It is possible that your estimated financial aid may not pay out due to ineligibility, so please provide all the documents requested and contact the Office of Financial Aid with any questions or problems. If your financial aid does not pay the college, you will be responsible for those unpaid charges.

Students with financial aid who decide not to attend Hunter College must DROP their classes prior to the first official day of classes (not the first day of your classes) to avoid incurring a bill. If you drop your classes after the semester has begun, you will be responsible for a portion of your tuition charges and all fees on your bill.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of educational records. Under this act, Hunter College is prohibited from releasing records to anyone (including parents) without written permission from the student. Download the form on the web at [www.hunter.cuny.edu/bursar/forms](http://www.hunter.cuny.edu/bursar/forms).

Bursar's Office  
695 Park Avenue  
North Building – Room 238  
New York, NY 10065  
Tel. # (212) 772-4401/4327  
Fax # (212) 772-4411  
Email [bursar@hunter.cuny.edu](mailto:bursar@hunter.cuny.edu)  
[www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar)

Cashier Windows  
North Building - Room 238

### Hours of Operation: \*

Mondays/Thursdays: 9:00am – 6:30pm  
Tuesdays/Wednesdays: 9:00am – 4:30pm  
Friday: 9:00am – 12:00 noon

### Inquiry Window: \*

Monday – Thursday: 10:00am – 3:00pm  
Friday: 9:00am – 12:00 noon

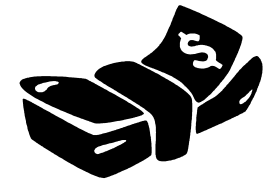
\* Subject to change without notice – The office will be closed for holidays during the year so please check the website for operating days and times.

### Important Numbers & Websites:

Registrar: (212) 772 - 4474  
<http://registrar.hunter.cuny.edu/index.shtml>  
Financial Aid: (212) 772 - 4820  
[www.hunter.cuny.edu/finaid/](http://www.hunter.cuny.edu/finaid/)  
Undergraduate Admissions: (212) 772 - 4490  
<http://admissions.hunter.cuny.edu/>  
Graduate Admissions: (212) 396 - 6049  
[www.hunter.cuny.edu/graduateadmissions](http://www.hunter.cuny.edu/graduateadmissions)  
Student Services: (212) 772 - 4882  
[www.hunter.cuny.edu/studentervices](http://www.hunter.cuny.edu/studentervices)



# The “How to” Guide for Managing Your Financial Obligations



## Fall 2011 & Spring 2012

## Bill Payment Options

- ❖ Online through eSIMS
- ❖ Cashier Windows
- ❖ Mail
- ❖ Sallie Mae TuitionPay Payment Plan (1-866-267-CUNY)

## Bill Payment Types

- ❖ Cash
- ❖ Money Order
- ❖ Personal Checks
- ❖ Credit Cards (online only)
  - American Express, Mastercard & Discover Card
  - We do NOT accept VISA
- ❖ EFTs (online only)
- ❖ Monthly Sallie Mae Payment Plan
- ❖ Financial Aid Awards
- ❖ Third-Party Payments  
Vouchers/Waivers/Scholarships, etc.

If your check/EFT transfer is returned by the bank *for any reason*, your classes will be cancelled. Please carefully enter your account information online and verify your credit/debit card limits and bank account balances prior to submitting your payment.

### Fall 2011 Drop Dates

Your must drop your classes by:  
August 25, 2011 to receive a 100% refund;  
September 1, 2011 to receive a 75% refund;  
September 8, 2011 to receive a 50% refund;  
September 15, 2011 to receive a 25% refund.

### Spring 2012 Drop Dates (tentative)

Your must drop your classes by:  
January 26, 2012 to receive a 100% refund;  
February 2, 2012 to receive a 75% refund;  
February 9, 2012 to receive a 50% refund;  
February 16, 2012 to receive a 25% refund.

**Refunds** are issued 8-10 weeks after the start of the semester once all financial aid and enrollment is verified.

## Tuition and Fee Charges Fall 2011 & Spring 2012

### Tuition Charges

#### Undergraduate Students

##### *Resident Undergraduate Students:*

Full-Time Matriculated: \$2,565/semester  
Part-Time Matriculated: \$215/credit  
Non-Degree: \$320/credit

##### *Non-Resident Undergraduate Students:*

Full-Time/Part-Time Matriculated: \$460/credit  
Non-Degree: \$680/credit

#### Graduate Students

##### *Resident Graduate Students:*

All Graduate Programs (except SSW/DNP):  
Full-Time: \$4,105/semester  
Part-Time: \$345/credit

##### Master of Social Work & Doctor of Nursing Practice:

Full-Time: \$5,425/semester  
Part-Time: \$460/credit

Excess Hours (course hours > credit hours): \$65/hour  
Maintenance of Matriculation: \$170/semester

##### *Non-Resident Graduate Students:*

All Graduate Programs (except SSW/DNP):  
Full-Time/Part-Time: \$640/credit

##### Master of Social Work & Doctor of Nursing Practice:

Full-Time/Part-Time: \$730/credit

Excess Hours (course hours > credit hours): \$85/hour  
Maintenance of Matriculation: \$280/semester

### Mandatory Fee Charges

##### Undergraduate Fees (Resident & Non-Resident):

Full-Time - Fall/Spring: \$199.50/semester  
Part-Time - Fall/Spring: \$119.45/semester

##### Graduate Fees (Resident & Non-Resident):

Full-Time - Fall/Spring: \$127.85/semester  
Part-Time - Fall/Spring: \$77.85/semester

The Winter session is billed as a separate term.  
Fees are not assessed to CUNY students for this term.

## Things to Know

- 1) All tuition and fees are determined by the CUNY Board of Trustees and are subject to change without notice. In the event of an increase in the tuition and fee prices, payments already made will be treated as a partial payment. Notification will be given to students concerning the additional amount owed and the deadline date to pay.
- 2) Your bill contains tuition and fee charges, course details, payments received, estimated awards/payment plans, prior semester balances and the due date.  
  
Your bill does **not** contain dorm charges, library fines or athletic tickets. Your bill can be viewed online by using your eSIMS account. If you believe your bill is incorrect, please go to the OASIS, N217 and correct the problem prior to your due date.
- 3) CUNY's Online payment system is available 24 hours a day, 7 days a week through eSIMS.
- 3) TAP (Tuition Assistance Program) is handled in the Financial Aid Office. Please see the TAP Certification Officer for all questions.
- 4) Bursar 'B' holds are applied to student accounts when bills remain unpaid. It is the student's responsibility to resolve this hold prior to the upcoming semester. Students with 'B' stops will not be able to register for future terms or obtain transcripts or diplomas.
- 5) If you move or change your phone number, please visit the OASIS, N217 to update your information or mail us any changes.

The Bursar's Office distributes most types of Financial Aid. Students can receive their Federal Aid in any of the following ways:

- 1) A check mailed to the address on file (default)
- 2) Direct Deposit to a personal bank account; you can sign up with the Financial Aid Processing Center in the East Bldg, Rm E1605.
- 3) CUNY Scholar Support Card; a prepaid Mastercard that can be used anywhere (MC is accepted) by the student to purchase goods and services. For more information, please logon to: [www.hunter.cuny.edu/bursar/services/financial-aid-check-distribution](http://www.hunter.cuny.edu/bursar/services/financial-aid-check-distribution)