Payment Information

Responsibility For Tuition

Students who register for courses either through eSIMS, or in-person are responsible for tuition and fee charges associated with their registrations. Students who fail to pay their tuition and fees by the scheduled due date on their bills will be dropped from all classes. These classes will be made available to other students. Students will not be able to register again until the next registration appointment date assigned to them.

Making Payments

Tuition Payment for the Summer 2006 semester may be made at the Bursar’s Windows, 151 E. 25 Street, Room 810 by the due date indicated on the upper left side of your bill. Checks, money orders, currency and credit cards are accepted. Checks or money orders are payable to Baruch College and must include your social security number on the check. Students are required to pay tuition and fees in full in order to complete the registration procedure. If you want to pay by mail (no cash), send check or credit card information and confirmation/invoice form to:

Baruch College/CUNY
P.O. Box 677
New York, N.Y. 10010

The Bursar does not accept requests for credit card payments or refunds by FAX or telephone.

You may mail your registration payment to our lockbox account. Payments should be made directly to the Chase Manhattan Bank Lockbox System using address - Baruch College, G.P.O. 29995, New York, NY 10087-995. The Bursar’s Office has a drop box outside the Security Office on the first floor of 151 E 25 Street Make sure your payment is mailed at least five business days before your due date.

Only initial registration payments should be made directly to the Lockbox System. Payment of 100% of tuition and fees will be accepted - no partial payments! Partial payments will be returned.

“Bad Checks”: If your check is returned by your bank due to insufficient funds, your registration will be cancelled. If you put a “Stop Payment” on a check to Baruch College, you will be subject to financial and disciplinary proceedings and your registration will be cancelled.

CUNY Baccalaureate Students

All CUNY Baccalaureate students whose home college is Baruch, must pay all tuition and fees at Baruch even if they are taking courses at other universities. To take courses at other CUNY colleges you need file applications through online at http://epermit.cuny.edu. CUNY Baccalaureate students must register for the appropriate CUNYBA course equal to the number of credits to be taken at the other colleges. For more information please visit www.baruch.cuny.edu/registrar.

Policy For Students with Outstanding Tuition Balances

Unpaid Tuition and Fees: If you do not make full payment of your tuition and fees and other college bills, 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 the amount you owe the college. In addition, nonpayment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

• All students using the AMS prepayment plan and not making the required payment to AMS, are subject to an additional $15.00 late payment fee.
• Students receiving Financial Aid and the aid does not appear on the bill are responsible for resolving this problem with the Financial Aid Office.
• Bursar stops are removed within two business days after the student’s account is paid in full. Students with Bursar stops are not permitted to register until the stop is cleared.
Financial Aid

1. Financial Aid awards that will be used to cover your tuition are noted on your registration invoice. If the financial aid does not appear on your invoice, and you believe that you qualify check the status of your application at the Financial Aid Office, 151 East 25th Street, Room 725. You may also check the status of your application through the CUNY portal (www.cuny.edu). Your application may be incomplete or you may have been selected for verification by the federal processor.

2. Note that the TAP and PELL awards indicated on your registration invoice are estimates. When the actual amount of the award is confirmed, you will be refunded or billed the difference. 1) Once your TAP application has been processed you will receive an award certificate from New York State Higher Education Services Corporation. Make sure that has been processed for attendance at Baruch. If the award certificate specifies a college other than Baruch, you must submit a college code change to NYS HESC. You may submit the change online at www.HESC.com or you may call NYS HESC at 1 888 697-4372 to submit the change. 2) Students who fall below the required credit/equated credit course load may lose part or all of their aid.

3. All students must sign the statement of tuition liability.

Summer Session Awards

1. The awards will appear on the confirmation/bill for those who filed their application sufficiently early. If you received your TAP Certificate or Pell Student Aid Report (SAR) and the information is not on your confirmation/bill, see the financial Aid representative in Room 725, 151 East 25th St. and have it adjusted prior to making payment.

2. To be eligible for a TAP award, you must register for a minimum of 6 equated credits and have been a full-time matriculated student (12 or more equated credits) in the Spring 2006 semester or plan to be a full-time matriculated student for the Fall 2006 semester. Also, you must meet all the eligibility requirements stated in the TAP application.

3. Utilization of TAP for the Summer Session counts toward the total of eight semesters of eligibility.

4. Students who register for more than six credits may be eligible for additional funds. See the Financial Aid representative in room 725, 151 East 25th St. and have your award adjusted prior to making payment.

5. The TAP certificate must indicate Baruch College.

Pell Grants

Students who plan to graduate at the end of either the Summer 2006 or Fall 2006 semester, or who did not attend full-time in both Fall 2005 and Spring 2006 semesters, may receive a Pell award for the Summer Session if they register for at least 3 credits and return the appropriate Pell Student Aid Report (SAR)

Other Information

1. Employee Waiver (CUNY employees only): bring a signed copy of CUNY Form OFR-305 with all copies of the confirmation/invoice to the Bursar’s Windows; employees are required to pay activity fees.

2. Federal, State, and City vouchers: bring originals of all vouchers to the Bursar’s Windows. Federal, State and City Agencies are billed for tuition only; students are required to pay the activity fee.

3. Letter of authorization: Baruch accepts letters of authorization from approved corporations for tuition; students are required to pay the activity fee. Letters of authorization must be originals, on company letterhead, and must be submitted with all copies of the confirmation/invoice to the Bursar’s windows. Companies are required to pay the invoice in full upon receipt, not upon receipt of grades.
Refunds

A full (100%) refund of tuition, non-instructional and general fees (when applicable) will be made in the event that: (a) courses are cancelled by the College, or (b) a student’s registration is cancelled by the College. Tuition may be refunded in full or in part, subject to the discretion of the College, when a student drops a course with the Registrar’s Office according to the Academic Calendar.

Refunds will be calculated from the date that the drop form is submitted to the Registrar’s Office. Students are responsible for the tuition differences as well as all fees. The College normally receives a large volume of refund requests each semester. Students should allow at least eight to ten weeks from the date of filing for the refund to be approved and processed. The Bursar’s Office will mail a notification to pick up the refund check.

Students must file for readmission if they are not in attendance for one or more semesters. Deadlines are listed on the web at www.baruch.cuny.edu/registrar

Other Refunds

Inquiry should be made at the Bursar’s Office for refunds due to overpayments. Students who pay their tuition in cash and subsequently receive a TAP award must bring their official notice of award from New York State to the Financial Aid Office. Once the Bursar receives payment from New York State a refund check will be generated and mailed.

If you are entitled to a refund and have paid by credit card, you will not be issued a refund check. You must go to the Bursar’s Office with the same credit card used to pay tuition and a credit will be processed to the card.

NOTE: Unless extenuating circumstances exist, no application for refunds or reduction in liability for the fall, spring and winter (including intersession) semesters will be accepted after the end of the fiscal year (June 30). Refund applications for any summer terms will be accepted up until the beginning of the fall semester.