

# WINTER 2019 | Payment Information

## Payment due at time of registration

### SELF-PAY OPTIONS

Cash, check, money order, or credit card (Discover, MasterCard, or Visa) Mail your payment or pay in person at the Main Campus in Dryden or the Ithaca or Cortland Extension Centers, or pay by phone at 607.844.6580. Students can make a payment online via Tompkins Cortland Community College's Quick Pay Online Billing and Payment System through their myINFO account, or can assign others an Authorized Payer Account to access QuickPay. The authorized payer will only be able to make an online payment and obtain billing information. For more information visit [tomkinscortland.edu](http://tomkinscortland.edu) and search "QuickPay."

### CERTIFICATE OF RESIDENCE

New York State residents must provide a valid Certificate of Residence to be eligible for NYS resident tuition. Certificates are issued to you by your home county and are generally valid for a period of one year unless otherwise noted by your County Treasurer. If we do not receive your certificate of residence you will be responsible for paying the non-resident portion of your tuition. County-specific instructions and applications are available on our website at [tomkinscortland.edu/cert](http://tomkinscortland.edu/cert). For assistance regarding eligibility and renewal policies contact your County Treasurer's office. The deadline to obtain your certificate of residence is December 14, 2018.

**NOTE:** After you are registered, if you decide NOT to attend classes this winter and do not want to incur any tuition charges, you must notify Tompkins Cortland Community College in person (Main Campus, Room 101, or either Extension Center), in writing, by fax 607.844.6541, or by email to [regbilling@tomkinscortland.edu](mailto:regbilling@tomkinscortland.edu) no later than December 17, 2018.

Continuing students with a GPA of 2.0 or better who have their advisor's authorization may also use Tompkins Cortland Community College's online registration through myInfo to drop their courses online up until the day before classes begin. Payment is due upon registration.

\*\*Failure to notify the College that you will not be attending once classes have started (even if you never attend any classes) will result in you owing 100% of tuition and fees due to the College.

\*\*Failure to officially withdraw or drop your classes can affect your academic record and your future financial aid eligibility. Non-payment of your bill does NOT constitute an automatic withdrawal.

### Tompkins Cortland Community College Tuition Refund Policy - Winter Only

<b>Prior to December 18, 2018</b>	<b>100%</b>	<b>After December 18, 2018</b>	<b>0%</b>
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