

SPRING 2018 | Payment Information

Payment is due January 3, 2018

METHODS OF PAYMENT

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 Center, or pay by phone at 607.844.6580. Students can make a payment on line via Tompkins Cortland Community College 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 and search "QuickPay."

- **Payment Plan** can be established online at www.MyCollegePaymentPlan.com/tccc. For help call 607.844.6580.
- **Financial Aid** (TAP, PELL, SEOG, Student Loans) – see back for more detail
- **Other Methods of Payment** – see back for more detail

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. You may apply for your certificate no sooner than 60 days before the beginning of classes, but no later than 30 days after the start of classes. **For spring 2018 this means you must apply for your certificate between November 27 and February 22, 2018.** However, it is in your best interest to provide the certificate BEFORE classes start. If we do not receive your certificate of residence, you will be responsible for paying the non-resident portion of your tuition. Visit tomkinscortland.edu/cert for county-specific instructions and applications. For assistance regarding eligibility and renewal policies contact your county treasurer's office.

CHANGE OF ADDRESS

Please notify us either through your myINFO account at my.TC3.edu, fax your change to 607.844.6541 or mail us your change in writing.

Classes begin on Wednesday, January 24, 2018

FINANCIAL AID INFORMATION

- **FAFSA:** If you intend to use any financial aid to help pay your bill, you must file your 2017-18 FAFSA application and submit any required supporting documentation to the Financial Aid Office at Tompkins Cortland Community College. File your FAFSA online at www.fafsa.ed.gov. **Our FAFSA School Code is 006788. If you have not already filed, please do so immediately. It takes 3-4 weeks to complete the financial aid application process. You may defer all or a part of your bill against your financial aid eligibility as long as the aid is in place by the payment due date for the semester.**
- **Award Is Not Appearing On Your Bill:** If you received an award letter and your aid is not appearing on your bill, review your myINFO account to ensure you have completed all required documents. Additional forms are required if you expect to use a student loan to pay your bill. This information is available on the financial aid tab of your myINFO account. Financial aid eligibility is posted to student's billing accounts on a weekly basis. Contact the Financial Aid Office with any questions about aid that is not showing on your bill.
- **Financial Aid Consequences:** Financial aid is earned as you attend class. If you don't attend class, you don't earn your financial aid. You may lose your financial aid if you never attend classes, drop, withdraw, or stop attending classes for any reason. If you lose your financial aid eligibility during the semester, then you must return any money that was advanced to you through an emergency cash advance or refund check. You are responsible for paying your bill at Tompkins Cortland Community College if you lose your financial aid. The College accepts cash, check, money order or Discover/MasterCard/VISA.

OTHER METHODS OF PAYMENT

- **Employer/outside scholarship/outside agency:** The approved voucher, letter, and/or authorization must be included when returning your bill or be on file at the College.
- **National Guard:** Remember to process appropriate paperwork with your unit. Please note that units have early and strict deadlines. You are also required to file the 2017-18 FAFSA application.

DECIDING NOT TO ATTEND IN THE SPRING

- In order to not be liable for tuition and fees, you must notify the College if you decide not to attend. You may do this in person (Main Campus or either Extension Center), by fax (607.756.7562) in writing, or by email to: TC3RB@tompkinscortland.edu no later than **Tuesday, January 23, 2018**. Continuing students with a GPA of 2.0 or better and who have their advisor's authorization, may drop their courses on-line through myINFO no later than **Tuesday, January 23, 2018**.
- Failure to notify the College that you will not be attending (even if you never attend any classes) will result in a descheduling fee being applied to your account.
- Failure to officially withdraw or drop your classes after you have begun attending can affect your academic record and your future financial aid eligibility. Non-payment of your bill does NOT constitute an automatic withdrawal.

REFUND POLICY

- If you drop a course or withdraw from the College, you will be charged non-refundable housing, meals, tuition and fees according to the following schedule for 15-week courses. Non-refundable tuition charges will be pro-rated on a similar schedule for courses less than 15-weeks.

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| Prior to the start of classes | 0% |
| During the first week of classes | 25% |
| During the second week of classes | 50% |
| During the third week of classes | 75% |
| After the third week of classes | 100% |