I. INTRODUCTION

Purpose of this Manual
This Tuition and Fee Manual ("Manual" or "TFM") was created to combine tuition and fee policies and procedures in one document to provide assistance to CUNY staff. Although not designed to be the definitive training document, the Manual will provide support to new and experienced staff.

Sections in the Manual are identified below. Clicking a topic will provide direct access to that section.

Sections begin with a group of policy statements, followed by pertinent definitions, and tables or charts. All information in the Manual will be periodically updated.

Suggestions for clarification or correction to the Manual are encouraged and should be submitted to:

TnFManual@cuny.edu

Office of the University Treasurer
City University of New York
230 West 41st Street
New York, NY 10036
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II. TUITION

A. Tuition Charges

Tuition is a charge attributable to instruction at each of CUNY’s institutions. Application of tuition policy is consistent at all colleges throughout the university, but varies within the following categories:

- Type of Institution (community college, senior college, professional school, etc.)
- Level of Study (non-degree*, undergraduate (UG), graduate (GR), masters, doctoral, etc.)
- Program of Study (Architecture, Public Administration, Business, Engineering, etc.)
- Residence Status (resident, non-resident) ➔ see “Residency”
- Enrollment Status (full-time, part-time)

Tuition is consistent throughout CUNY within these categories. Tuition is also outlined in each college catalog or bulletin and on the CUNY website.

www.cuny.edu/about/info/tuition-fees.html

* Non-degree students are non-matriculating students, certificate program students, senior citizen students or other students not seeking to earn academic credit.

B. General Definitions

A full-time undergraduate (UG) student must be enrolled in twelve (12) or more credits/billable equivalent* credits per semester.

A full-time graduate (GR) student generally must be enrolled in twelve (12) or more credits/billable equivalent* credits per semester. Some courses of study allow students full-time status when enrolled in less than 12 credits. In these cases students are billed based upon the number of enrolled credits.

*Note: In "Regular" credit-bearing courses, the billable equivalent credits are those credits assigned to the course by the college's academic governing body, and approved by the University's Board of Trustees. They appear on the University’s "Show Registration" enrollment report.

In "Remedial," Compensatory," and "Developmental" courses, billable equivalent credits are the number of equated credits attributable to these courses, regardless of the number of degree credits assigned to these courses.

In each instance, the number of equated credits for each course is determined by each college's academic governing body, approved by the University's Board of Trustees, and appears on the University's "Show Registration" enrollment report.
A **part-time student** is billed at the rate per credit hour appropriate to the student’s residency and institutional attendance. A part-time student shall not pay more than the full-time tuition for the same residency and degree status unless the tuition is assessed: 1) for a summer session, or 2) to an UG non-degree students and non-resident. These students are billed on a per credit basis, with the exception of Law School non-residents who are assessed a full-time tuition rate per semester.

A **semester** is defined as the regular fall or spring term of study of 15 or more weeks, unless at a 12-6 school (see below).

A **session** is defined as any period in which courses are given for less than the traditional 15-week period, such as summer or winter sessions, unless at a 12-6 school (see below). Sessions are billed on a per credit basis. Courses that meet for less than the 15-week period must be adjusted proportionately to ensure the requisite number of credit hours for awarding degree credit. There is no flat rate for session students, summer session, or non-degree students.

**Excess Hours** are contact hours (class hours) in excess of credit hours. Graduate students taking classes that have more contact hours than credit hours pay an excess contact hour charge. For example if a 3-credit class meets 5 hours a week, a NY State resident student pays $65 per excess contact hour ($130 for 2 extra hours) and a non-NY State resident pays $85 per excess contact hour ($170 for 2 extra hours).

**12-6 Schools**
Kingsborough Community College, LaGuardia Community College, and The New Community College operate under slightly different schedules with twelve week semesters and six-week sessions. See the “Refunds” section to view differing refund dates for 12-6 schools.

**Remedial, Developmental, and Compensatory Offerings**
The number of equated credits for a course is determined by each college's academic governing body and approved by the University's Board of Trustees. Equated credits generate billable FTEs (full-time equivalent) eligible for financial aid. A “billable equivalent credit” (also known as an equated credit) may be assigned to "Remedial," "Compensatory," or "Developmental" courses.
The academic level and calculation of equated credits for tuition and financial aid load of courses containing remedial/developmental/compensatory elements are defined as follows:

Regular:
Regular courses are those for which all hours are either UG or GR level with credits applicable towards the degree.

Remedial:
All remedial contact hours are non-credit, below college level and designed to serve the needs of students who have not demonstrated skills proficiency on a CUNY administered assessment test. The placement of students in such courses is made pursuant to the CUNY assessment testing program required of all entering students. Remedial courses are accounted for on a standard one-for-one basis when equating contact hours to credit hours. Equated credits account for tuition and financial aid to enrolled students.

- For example, a remedial course, which meets 3 hours per week for a 15-week semester, generates zero degree credits, 3 equated credits, and 3 contact hours. In this example the student is assessed tuition for 3 credits (based upon equated credits).

Developmental:
Developmental courses are non-remedial, degree-credit-bearing courses, which include additional developmental hours. Academic credit shall only be given to the extent that college level material is integrated into the developmental course. Excess hours in developmental courses can be counted as equated credits. Equated credits account for tuition and financial aid to enrolled students.

- For example, a developmental course, which meets 6 hours per week for a 15-week semester, of which 3 hours per week is developmental, generates 3 degree credits, 6 equated credits, and 6 contact hours. In this example the student is assessed tuition for 6 credits (based upon contact hours).

Compensatory:
Compensatory courses are non-remedial, non-developmental degree-credit-bearing courses which have additional compensatory hours attached that may include, but need not be limited to, workshops, seminars, tutorial, and study labs, among other pedagogic approaches. Academic credit shall be given only to the extent that college level material is integrated into the course. A course awarding degree credit may include, as a required element of enrollment in that course, one or more hours of compensatory non-credit work for students who have demonstrated minimal skills proficiency on a CUNY administered assessment test. Excess hours in compensatory courses are not counted as equated credits and are not calculated in tuition and financial aid or academic load.
C. Tuition Policies

Change of Tuition
All tuition and fees listed in this manual, colleges’ catalogs or bulletins or in any registration material, or any other official College or University correspondence or publications are subject to change by action of the Board of Trustees at any time.

Tuition Payment Requirement
Tuition must be paid or “satisfied” prior to the first day of classes in order for a student to be considered enrolled. Tuition can be “satisfied” with proof of pending receipt of funds from a legitimate third party or other specifically authorized source approved by the University.

Graduate vs. Undergraduate Tuition
Tuition assessment is based upon the level of credit received for the courses taken. If a student, whether enrolled as an UG or GR student, receives GR credit, the student pays at their residency GR rate (See the Residency Section of the Manual for more information). Conversely, if the student (regardless of enrollment status) receives UG credit, the student pays their residency UG rate. Residency is always considered in tuition assessment, with the exception of tuition assessed in most instances by the School of Professional Studies. Following are some specific examples of how to determine what tuition rate is to be assessed:

Undergraduate (UG) Students Taking Graduate (GR) Courses
• UG nonresident students taking GR courses and receiving GR credit will be charged the applicable GR tuition for these courses based upon the number of credits taken.

Graduate (GR) Students Taking Undergraduate (UG) Courses
• GR students taking UG courses to satisfy prerequisites or other requirements and receive UG credit are to be charged the applicable UG rate, depending upon residency status.
• If a student is a non-degree GR student taking UG courses, the student will be billed as a non-degree UG student. The tuition rate to be charged depends on whether the student is receiving GR or UG credit for courses.
• No GR student is required to pay more than their maximum residency GR tuition per semester regardless of the mix of UG (degree or non-degree) or GR courses taken. Thus, a GR student shall pay the appropriate tuition for either GR courses and/or UG courses up to their maximum residency GR tuition per semester.
**Dual Program – Combined BA/MA Program**

- Students in combined programs will pay undergraduate (UG) tuition rates up to the number of credits required to earn a baccalaureate degree in that particular program (normally 120 to 128 credits). Any credits taken after that number toward the combined degree are to be paid at the graduate level.
- Students whose total credit accumulation at registration would exceed the number of credits needed to earn a BA degree should be charged the UG per credit rate up to and including the required credits. The remaining credits should be charged at the graduate (GR) per credit rate.

**Students Satisfying Degree Requirements**

- Students who have satisfied their degree requirements, but take additional credits beyond the degree, are charged the non-degree rate per credit unless they have filed for a second degree.
- Students who have filed for a second degree will be charged tuition based on the UG tuition rate for a degree student.
- If a student is satisfying degree requirements in a particular semester, he/she will be charged the UG degree rate for all courses taken in that semester. A change from non-degree to degree status on or after the first day of classes will not take effect until the next semester for tuition assessment purposes, therefore a student is not entitled to a refund for the reclassification on or after the first day of classes.

**Doctoral Levels Defined:**

- Doctoral Level I will apply to the first 45 credits fully earned and evaluated through successful completion of the first examination. The first 45 credits may include approved advanced standing transfer credits.
  - Tuition rate 1 = full-time students who are taking 7 or more credits or full-time students
  - Tuition rate 2 = part-time students taking fewer than 7 credits
- Doctoral Level II will apply beginning the semester after successful completion of Doctoral Level I through the completion of required coursework.
- Doctoral Level III will apply beginning the semester after the completion of all required coursework and advancement to candidacy.
- All non-degree GR Center students will pay the Level I part-time or full-time tuition rate. Nonresident GR students’ tuition will be on a per credit basis with no full-time tuition rate, with the exception of Law School students who will have a full-time nonresident tuition rate.
CUNY School of Law
Law School students are considered full-time if registered for 12 or more credit hours. Other Law School fees are itemized on the Fee Table following this section. GR students who wish to take courses at the Law School on a permit basis will be governed by the billing and collection procedures outlined for GR students in the Permitting Section of the Manual.

School of Professional Studies (SPS)
The School of Professional Studies will assess the same tuition rates in effect for undergraduate and graduate programs at CUNY. For degree, certificate programs and courses offered online, SPS will assess the in-state tuition rates in effect for undergraduate and graduate programs at CUNY to all students enrolled in these programs regardless of residency.

All students enrolling in a degree, certificate program or course offered online at SPS will be charged a $75.00 infrastructure fee each term.

(Please see “Permitting Procedures” section for additional information.)

CUNY Baccalaureate for Unique and Interdisciplinary Studies (CUNY BA)
is CUNY’s individualized, university-wide degree which allows self-directed, academically strong, highly motivated students to design their own academic courses of study under the guidance of faculty mentors. Each enrolled CUNY BA student is simultaneously matriculated in one of the CUNY colleges (known as the Home College). The program is offered under the auspices of the CUNY Graduate School and University Center; the program administration is housed at The Graduate Center and maintains a coordinator at each CUNY campus. CUNY BA is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and by the Board of Regents of The University of The State of New York.

Tuition and activity fees for all students in CUNY Baccalaureate will be billed by their Home College in accordance with the fee schedule in effect. Students in CUNY Baccalaureate who meet college requirements are eligible to receive (campus-based) financial aid from their Home College.

CUNY BA allows mature and highly motivated students to earn up to 15 college credits for valid learning experiences, which occurred outside of the formal college setting prior to the student’s admission to college, or during at least a one-year hiatus from college matriculation. The process by which the CUNY BA staff counsels students on the preparation of life experience portfolios, reviews and evaluates students’ work, and validates students’ credits is significant and time-consuming. Therefore, all students in CUNY Baccalaureate who apply for life experience credits will be charged an assessment fee in the amount of $50.00 by the Graduate Center upon submission of their portfolio for credit review.
**Auditing Courses**

Students may audit (attend without credit) courses for which they have an interest to increase their knowledge and proficiency. Students must receive official approval to audit courses from their Home College in accordance with the requirements established by that college. Once permission has been granted, students must register for the audit courses in the same manner as any other courses, and pay the applicable tuition and fees outlined in the Manual.

The tuition refund policy for audited courses is the same as for credit courses and will be applied based upon the applicable regulations contained in the “Refunds & Liability” section of the Manual. Official transcripts will record the grades of "AUD" for courses enrolled on an audit basis.

"Unofficial" auditing is not permitted. Audit status cannot be changed to credit status after the change of program period or late registration whichever is later. Likewise, credit status cannot be changed to audit status after the same period. The grade of "AUD", which carries no credit, cannot be changed to any other grade.

Audited courses cannot be used to qualify for full-time or part-time status, financial aid or veteran's benefits. An exception to the payment of tuition and some fees for auditing courses is made for senior citizens. (Refer to “Senior Citizen Fee in Lieu of Tuition” in the “Special Programs section of the TFM” section of the Manual for complete information.)

**Accelerated Study Fee**

This fee, previously included in the Manual, has been discontinued. Accelerated Study is an Academic Policy and therefore beyond the scope of the Manual.

**Additional Notes on Tuition Tables Following:**

Please refer to the following sections for more information regarding the assessment of tuition and tuition categories: Residency; Waivers; Liability & Refunding; Study Abroad; Permitting.

Also note that the Board of Trustees of The City University of New York reserves the right to change tuition and fees as set forth in this publication, without advance notice.

In some instances, additional fees may be required (over and above tuition) for certain academic areas of study.
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<table>
<thead>
<tr>
<th>UNDERGRADUATE DEGREE STUDENTS</th>
<th>FULL-TIME 12 or more Billable credits/hours</th>
<th>PART-TIME Fewer than 12 Billable Credits/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State Resident</td>
<td>$2,865 per semester</td>
<td>$245 per credit</td>
</tr>
<tr>
<td>New York State Non-Resident</td>
<td>$510 per credit</td>
<td>$510 per credit</td>
</tr>
</tbody>
</table>

### NON-DEGREE STUDENTS

| New York State Resident       | $360 per credit                             | $360 per credit                              |
| New York State Non-Resident   | $760 per credit                             | $760 per credit                              |
### COMMUNITY COLLEGE TUITION

<table>
<thead>
<tr>
<th>DEGREE STUDENTS</th>
<th>FULL-TIME 12 or more Billable credits/hours</th>
<th>PART-TIME Fewer than 12 Billable Credits/Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City Resident</td>
<td>$2,100 per semester</td>
<td>$180 per credit</td>
</tr>
<tr>
<td>New York State Residents **</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With Certificate from County of Residence</td>
<td>$2,100 per semester</td>
<td>$180 per credit</td>
</tr>
<tr>
<td>Without Certificate from County of Residence</td>
<td>$280 per credit</td>
<td>$280 per credit</td>
</tr>
<tr>
<td>Out of State Residents Including Foreign Students</td>
<td>$280 per credit</td>
<td>$280 per credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-DEGREE STUDENTS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City Resident</td>
<td>$235 per credit</td>
<td>$220 per credit</td>
</tr>
<tr>
<td>New York State Residents</td>
<td>$370 per credit</td>
<td>$370 per credit</td>
</tr>
<tr>
<td>Out of State Residents Including Foreign Students</td>
<td>$370 per credit</td>
<td>$370 per credit</td>
</tr>
</tbody>
</table>

* OR PER CONTACT HOUR IN REMEDIAL COURSES

**To be eligible for the in-state tuition rate at a community college, New York State residents from counties outside New York City must obtain a certificate of residence from their home county to enable CUNY to receive tuition reimbursement from that county. Students who are unable to obtain a certificate of residence should submit a written statement to the College’s residency office regarding the circumstances surrounding their inability to obtain the certificate, which will be reviewed to determine eligibility for the in-state rate.
<table>
<thead>
<tr>
<th>Program</th>
<th>FULL-TIME - 12 or more Billable credits/hours</th>
<th>PART-TIME – Fewer than 12 Billable Credits/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Masters Degree</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York State Residents</td>
<td>$4,585 per semester</td>
<td>$385 per credit</td>
</tr>
<tr>
<td>New York State Non-Residents</td>
<td>$710 per credit</td>
<td>$710 per credit</td>
</tr>
<tr>
<td>New York State Residents</td>
<td>$190 per semester</td>
<td>$190 per semester</td>
</tr>
<tr>
<td>Maintenance of Matriculation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York State Non-Residents</td>
<td>$310 per semester</td>
<td>$310 per semester</td>
</tr>
<tr>
<td>Maintenance of Matriculation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CUNY School of Law</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York State Residents</td>
<td>$6,380 per semester</td>
<td>$535 per credit</td>
</tr>
<tr>
<td>New York State Non-Residents</td>
<td>$10,600 per semester</td>
<td>$885 per credit</td>
</tr>
<tr>
<td><strong>Master of Business Admin</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York State Residents</td>
<td>$6,740</td>
<td>$605 per credit</td>
</tr>
<tr>
<td>New York State Non-Residents</td>
<td>$920 per credit</td>
<td>$920 per credit</td>
</tr>
<tr>
<td><strong>Master of Architecture</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Master of Engineering</strong></td>
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</tr>
<tr>
<td>New York State Residents</td>
<td>$5,370 per semester</td>
<td>$455 per credit</td>
</tr>
<tr>
<td>New York State Non-Residents</td>
<td>$790 per credit</td>
<td>$790 per credit</td>
</tr>
</tbody>
</table>
# Graduate & Professional School Tuition

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Masters in Physical Therapy</strong></td>
<td></td>
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</tr>
<tr>
<td>New York State Residents</td>
<td>$5,020 per semester</td>
<td>$405 per credit</td>
</tr>
<tr>
<td>New York State Non-Residents</td>
<td>$750 per credit</td>
<td>$750 per credit</td>
</tr>
<tr>
<td><strong>Masters in Social Work</strong></td>
<td></td>
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</tr>
<tr>
<td>New York State Residents</td>
<td>$6,055 per semester</td>
<td>$510 per credit</td>
</tr>
<tr>
<td>New York State Non-Residents</td>
<td>$820 per credit</td>
<td>$820 per credit</td>
</tr>
<tr>
<td><strong>Masters in Public Admin</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York State Residents</td>
<td>$5,270 per semester</td>
<td>$450 per credit</td>
</tr>
<tr>
<td>New York State Non-Residents</td>
<td>$830 per credit</td>
<td>$830 per credit</td>
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</table>
## GRADUATE & PROFESSIONAL SCHOOL TUITION

<table>
<thead>
<tr>
<th>Doctoral Programs</th>
<th>FULL-TIME – 7 or more Billable Credits/Hours</th>
<th>PART-TIME – 6 or less Billable Credits/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New York State Residents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level I</td>
<td>$4,100 per semester</td>
<td>$465 per credit All levels</td>
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<tr>
<td>Level II</td>
<td>$2,570 per semester</td>
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</tr>
<tr>
<td>Level III</td>
<td>$1,020 per semester</td>
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<tr>
<td><strong>New York State Non-Residents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level I</td>
<td>$795 per credit</td>
<td>$795 per credit All levels</td>
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<tr>
<td>Level II</td>
<td>$5,710 per semester</td>
<td></td>
</tr>
<tr>
<td>Level III</td>
<td>$2,030 per semester</td>
<td></td>
</tr>
<tr>
<td><strong>Doctor of Nursing Practice</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>New York State Residents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level I</td>
<td>$6,055 per semester</td>
<td>$510 per credit All levels</td>
</tr>
<tr>
<td>Level II</td>
<td>$6,055 per semester</td>
<td></td>
</tr>
<tr>
<td>Level III</td>
<td>$6,055 per semester</td>
<td></td>
</tr>
<tr>
<td><strong>New York State Non-Residents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level I</td>
<td>No Maximum Tuition</td>
<td>$820 per credit All levels</td>
</tr>
<tr>
<td>Level II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level III</td>
<td></td>
<td></td>
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<tr>
<td><strong>Doctor of Nursing Science</strong></td>
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<tr>
<td><strong>New York State Residents</strong></td>
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<td></td>
</tr>
<tr>
<td>Level I</td>
<td>$4,990 per semester</td>
<td>N/A</td>
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<tr>
<td>Level II</td>
<td>$3,460 per semester</td>
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</tr>
<tr>
<td>Level III</td>
<td>$1,910 per semester</td>
<td>N/A</td>
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<tr>
<td><strong>New York State Non-Residents</strong></td>
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<tr>
<td>Level I</td>
<td>$915 per credit</td>
<td>N/A</td>
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<tr>
<td>Level II</td>
<td>$5,710 per semester</td>
<td>N/A</td>
</tr>
<tr>
<td>Level III</td>
<td>$2,030 per semester</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Doctor of Physical Therapy</strong></td>
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<tr>
<td><strong>New York State Residents</strong></td>
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<td></td>
</tr>
<tr>
<td>Level I</td>
<td>$4,940 per semester</td>
<td>$565 per credit N/A</td>
</tr>
<tr>
<td>Level II</td>
<td>$3,410 per semester</td>
<td>N/A</td>
</tr>
<tr>
<td>Level III</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>New York State Non-Residents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level I</td>
<td>$895 per credit</td>
<td>$895 per credit N/A</td>
</tr>
<tr>
<td>Level II</td>
<td>$6,550 per semester</td>
<td>N/A</td>
</tr>
<tr>
<td>Level III</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### GRADUATE & PROFESSIONAL SCHOOL TUITION

<table>
<thead>
<tr>
<th>Doctor of Audiology</th>
<th>New York State Residents</th>
<th>New York State Non-Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>$5,080 per semester</td>
<td>$985 per credit</td>
</tr>
<tr>
<td>Level II</td>
<td>$3,180 per semester</td>
<td>$7,075 per semester</td>
</tr>
<tr>
<td>Level III</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes (applicable to all doctoral level programs):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I for doctoral students will apply to the first 45 credits and successful completion of the first examination.</td>
</tr>
<tr>
<td>Level II for doctoral students will apply beginning the semester after successful completion of Doctoral Level I through the completion of required coursework.</td>
</tr>
<tr>
<td>Level III will apply to doctoral students who have completed all required course work and have been advanced to candidacy.</td>
</tr>
<tr>
<td>All non-degree Graduate students taking doctoral level courses will pay the Level I part-time or full-time tuition rate.</td>
</tr>
<tr>
<td>Some further explanatory language regarding degrees and credit hours may exist on campus websites and TFM manual users are encouraged to review those references.</td>
</tr>
</tbody>
</table>
E. Tuition Processing Procedures  (see “Fees” section for Fee Processing)

Background:
Based upon the State Education Law, all tuition (exclusive of continuing education tuition) and some other-than-tuition charges must be deposited with the City University Construction Fund (CUCF).

The administrative unit responsible for tuition and fee collections system-wide is the Office of the Treasurer, which reports to the University Controller. The Office of Budget and Finance develops and propagates policies and procedures, conducts training sessions, and generally supports the collection of tuition and fees, University-wide, as well as administers the distribution of Financial Aid University-wide.

Processing General Tuition:
Tuition (and other-than-tuition) collections should be deposited into the college maintained "tuition (depository) bank account" at least once a day during the registration period. At other times of the year, best practice indicates that deposits should be made daily, but in any case, deposits will be made at least weekly, or once a reasonable and prudent amount, established by the college bursar has been accumulated.

Funds from the college's "tuition (depository) bank account" should be transferred to the University Controller’s Office, once reconciled. The University Controller’s Office will deposit the tuition and most fee funds with the CUCF. Only funds required for refunds shall be maintained in the depository account. See Fee Tables for specifics regarding the disposition of other fee funds.

There are several colleges where the imposition of Other Fees is handled entirely as an activity of the college (student) association or college auxiliary enterprise board and does not entail the expenditure of tax-levy funds. Under these circumstances, charges collected for such services may be deposited into the respective association or auxiliary account to cover the cost of the related services.
**County Chargebacks (Community Colleges):**

Students attending CUNY community colleges fall into one of three categories for tuition purposes: 1) students who reside in the City of New York; 2) students who reside outside of the State of New York, and 3) students who reside in the State of New York, but not in the City of New York. For this third category, students may be allowed to pay the New York City resident rate, providing they obtain a Certificate of Residency from their “home” county.

ALL STUDENTS who reside outside of the City must provide a certificate in order to qualify for the resident rate. This includes students who qualify for in-City tuition and fees based on other criteria, e.g. child of a board member, child of a deceased or retired staff member who had served for more than five years on an annual salary, or child of an employee of the City of New York or of a City agency who is required to live outside the City of New York in the performance of his/her official duties, or a student who is determined to be eligible for free tuition on the basis of his or her employment with The City University of New York).

Certificates of Residency must be presented by non City resident students to the community college no earlier than two months prior to the first day of classes. Certificates are valid for one year. If a county declines to issue a certificate, students may appeal directly to the New York State Secretary of State. Out-of-status or undocumented immigrants who are refused certificates of residence by their counties, must pay the non-resident rate regardless of whether they originally qualified for the resident rate.

The certificates must then be presented by community colleges to the State counties no later than 30 days after the start of the semester. Counties may refuse to make payment after 30 days.

All New York State counties are required to pay the local sponsor share for their residents who attend a NY State community college, regardless of location of attendance. The county chargeback serves as the local sponsor share for non New York City resident students. The county chargeback has an operating component and a capital component. The operating rate varies each year; the capital rate remains constant at $300. The Office of the University Controller issues a memorandum annually to the colleges and each State County’s applicable official indicating the CUNY county chargeback rate for that year.
III. FEES OTHER THAN TUITION

A. Fee Policies
Earlier versions of the Manual define three categories of other-than-tuition charges: Non-instructional and other fees; Other Charges; and Student Activities, student union and student athletic fees. For purposes of the Manual, these fees have been categorized as follows:

*Fees Based Upon Enrollment* – fees based upon being enrolled, which must be paid by enrolled students. Exceptions may exist. See the *Specific Programs and Special Situations* section for complete information.

*Administrative Fees* – fees based upon administrative costs incurred by CUNY on the student’s behalf.

*Compensatory Fees* – fees incurred by students and faculty including fines for replacement of College or University property.

*Written Policies*
All colleges that assess fees must have a written policy that is widely circulated to students. The written policy must include all fees that can be assessed, circumstances under which these fees are assessed (e.g. hold on diploma, etc.) Students should be given receipts for payment of such fees, or be provided with a mechanism to generate a receipt. Payments are required to be stored in a secure location and deposited in a timely manner with the Office of the Bursar. For specific information see college website or catalog.

*Mandatory Nature of Fees*
All students must pay the following fees: Consolidated Services Fee, Technology Fee, and Student Activities Fee. These fees are addressed in detail in the tables that follow. Certain limited exceptions are described in the Manual.

*Individual College Fees*
Some colleges may assess additional specific fees that are not contained in this manual. To ascertain those fees, please see the individual college catalog or website.
Adding Additional Fees
Any fees not listed in the CUNY Tuition and Fee Manual (TFM), “which a college wishes to charge must first be submitted to the Vice Chancellor for Budget and Finance for Board of Trustees’ approval.” Only those charges submitted in the appropriate section of the Chancellor’s and University Report will be eligible for consideration. Complete documentation for these requests must be included, such as: 1) an explanation of the nature of the fees proposed; 2) the anticipated number of students affected; 3) the estimated amount of fees to be generated; 4) the purpose of the fees; and 5) the instances in which the fees may be waived.

Commitment Deposit
All students admitted to associate and baccalaureate programs are required to pay a commitment deposit of $100.00. All students admitted to masters and professional programs are required to pay a commitment deposit of $250.00. All funds collected will be deposited in the college’s tuition and fee account.

While the deposit will be non-refundable for associate and baccalaureate programs, students who enroll will be credited the amount of the commitment deposit toward tuition. A student admitted to a graduate or professional program may request return of their commitment deposit by the April 1 immediately prior to the beginning of the fall semester to which they committed to attend the graduate or professional program. The graduate or professional program shall return the commitment deposit to the student within 30 days of receipt of such return request.

Incoming undergraduate freshmen can defer their admission and reserve their spot at a CUNY College (only for Fall semester admission) for up to one year for any of the following reasons:

- Work
- Travel
- Military service
- Religious study
- To pursue a special opportunity

Students cannot defer admission in order to complete post-secondary education at any college or university other than CUNY. Students who attend a post-secondary institution other than CUNY must re-apply as a transfer applicant and adhere to all Admission Application deadlines.

To defer admission and reserve a spot for up to one year, students must pay the $100 Commitment Tuition Deposit by May 1st at the college to which they have been admitted (for late admits, the college can establish a different deadline). The student will not need to re-apply or pay an additional application-processing fee. The student’s seat is not transferable to any other college. Please note: colleges may exclude selected programs/majors from the deferral option.
B. Fee Tables:

Following are several Fee Tables. The tables categorize the type and purpose of the fee, how often (per Session, Semester, etc.) and to whom the fee applies. The tables also indicate:

- Refund of Appropriation (REF), University Controller’s Office/CUCF, or IFR is indicated to define the processing required
- If a fee is refundable
- If a fee may be waived for a certain population

A section on Fee Processing immediately follows the Fee Tables.
### Fees Based on Enrollment

<table>
<thead>
<tr>
<th>Consolidated Services Fee</th>
<th>Purpose: To ensure CUNY operation</th>
<th>How Often: Each Semester and each Summer Session; Winter session if not registered for Fall or Spring</th>
<th>Who: Applies to all CUNY students</th>
<th>Refundable: No (unless withdraws prior to 1st official day of classes)</th>
<th>Waivers: College Now and Other Programs as approved by the Board of Trustees of CUNY</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFR</td>
<td>$15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This fee ensures the continuation, expansion and establishment of critical university-wide services for all students. These services include but are not limited to the external processing of financial aid applications, the immunization program, the job location/development program, system-wide tuition and fee collections by the OUC, and the administration of various tests such as the skills assessment tests.

<table>
<thead>
<tr>
<th>Technology Fee</th>
<th>Purpose: To improve computer services for students and faculty</th>
<th>How Often:</th>
<th>Who: All GR and UG students, except Senior Citizens</th>
<th>Refundable: No (unless student withdraws prior to first day of classes)</th>
<th>Waivers: College Now and Other Programs as approved by the Board of Trustees of CUNY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR: IFR</td>
<td></td>
<td>Fall: Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC: to OUC</td>
<td></td>
<td>Spring: Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer: Yes, once for all sessions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winter: Yes, if not registered for regular semester attached to Winter, otherwise, no.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50 P/T $100 F/T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This fee is used to improve technology related services for benefit of students and faculty.

<table>
<thead>
<tr>
<th>Student Activity Fee</th>
<th>Purpose: To fund student government, athletics, and other activities</th>
<th>How Often: Each Semester and each Summer session; Winter session if not registered for Fall or Spring</th>
<th>Who: All GR and UG students except Senior Citizens</th>
<th>Refundable: No (unless student withdraws prior to first day of classes)</th>
<th>Waivers: Yes: College Now and Other Programs as approved by the Board of Trustees of CUNY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varies By College/Level</td>
<td>NOTE: Processed through College Association and USS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This fee is assessed for student government and other student activities including the University Student Senate fee. The fee assessed varies each semester and student category (GR/UG, full-time/part-time, day/evening, etc.) and between colleges. Fees of different amounts may be charged for each summer session and intersession.
### Administrative Fees

| Application Fee IFR | Purpose: To cover costs of application and admission  
|                     | How Often: Once as UG; Re-admission fee also can apply  
|                     | Who: Applicants to the City University of New York  
|                     | Refundable: No  
|                     | Waivers: No  

Applicants are generally required to pay an application fee once as an undergraduate and once as a graduate student. An additional application fee is required when:

- A GR changes their degree objective.
- A GR non-enrollees must reapply for admission.
- An UG student not currently in attendance at the University must reapply for admission to a new college.
- A cooperating teacher who fails to re-register within 13 months of their last registration.
- A GR or UG student will not be required to pay a second fee for change of status from non-matriculant to matriculant, or to transfer from one unit of CUNY to another (if they are currently enrolled), or from one program within CUNY to another.

### Late Registration Fee CUCF

| Purpose: To encourage on time registration  
| How Often: Once per term; based upon official calendar  
| Who: Students who register late  
| Refundable: No  
| Waivers: Only under special circumstances if recommended by the Registrar to the Bursar (See last bullet immediately below).  

- Students who register after the regular registration date or period specified by the college will be required to pay a late registration fee.
- The “first day of classes” as referred to in the Manual shall be based upon the official CUNY calendar. Exceptions to this date must be submitted to the Vice Chancellor for Budget and Finance. Each college will have discretion to establish the late registration period.
- The Bursar’s Office may only waive this fee upon written recommendation of the Registrar’s Office.
### Administrative Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Purpose</th>
<th>How Often</th>
<th>Who</th>
<th>Refundable</th>
<th>Waivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readmission Fee</td>
<td>Fee for readmission to a CUNY unit originally attended after an absence of one or more semester(s)</td>
<td>Maximum Once Each Semester</td>
<td>Returning students</td>
<td>No</td>
<td>No, but there is an exception for GR non-enrollees</td>
</tr>
<tr>
<td>CUCF $20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Students who are readmitted to the CUNY unit they originally attended after an absence of one or more semesters (exclusive of summer session) shall be required to pay a readmission fee. This charge is not assessed to students who have paid GR maintenance of matriculation fees.
- Exception: a graduate non-enrollee student who has not been in continuous attendance. This student must reapply and pay another application fee (See Application Fee above).

<table>
<thead>
<tr>
<th>Fee</th>
<th>Purpose</th>
<th>How Often</th>
<th>Who</th>
<th>Refundable</th>
<th>Waivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Program Fee</td>
<td>Fee for program changes initiated after 1st day of classes</td>
<td>Per occurrence per day, but no more than once per day</td>
<td>All students</td>
<td>No</td>
<td>College Now and Other Programs as approved by the Board of Trustees</td>
</tr>
<tr>
<td>CUCF $18 each change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Students are required to pay a fee each time they make certain program changes, on or after the first day of classes (except for students who only drop courses), based upon the official CUNY calendar.
- The fee(s) charged will cover one or more program changes made at the same time. The following program changes by the student incur a change of program fee:
  - Addition of a course or courses; changing from one course to another course; changing from one section of a course to another section of the same course.
- A change of program fee is *not applicable* to college initiated changes. Examples are:
  - The college cancels or withdraws a course, whether or not the student substitutes another course; the college changes the hours of the course or makes other substantive changes that provides the student with justification for a change, or the college requests the student to transfer from one section to another section.
### Administrative Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Purpose</th>
<th>How Often</th>
<th>Who</th>
<th>Refundable</th>
<th>Waivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Matriculation Fee CUCF</td>
<td>To maintain enrollment when a student stops attending classes. Each semester a student does not attend classes. Graduate Students who wish to drop out a semester and maintain status for graduation.</td>
<td>Each semester a student does not attend classes. Graduate Students who wish to drop out a semester and maintain status for graduation.</td>
<td>No. Under special or unique circumstances at college’s discretion.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>$180 UG, $225 GR</td>
<td>- Not required for Summer Sessions; Students paying this fee do not pay Consolidated Services Fee (See Consolidated Services Fee, above)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifying Exam Fee CUCF</td>
<td>Fee for exam taken to earn credit or waive requirements or corequisites.</td>
<td>Each occurrence.</td>
<td>All students requesting exam.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>$15/ exam</td>
<td>• Students wishing to receive credit for courses previously taken outside of CUNY or wishing to have pre or co-requisites waived for required courses may request the opportunity to take a qualifying examination. There is a fee for each such qualifying examination.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make Up Exam Fee CUCF</td>
<td>Fee for students absent from final exam and required to take a “make up” exam.</td>
<td>Each specific occurrence make up exam(s) are needed.</td>
<td>All students requesting exam.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>$25/First Exam and $5/Each Additional Exam</td>
<td>• If a student is not present for final examinations during the semester, he/she may be required or may request to take a “make-up” exam. If a make-up exam is administered, fees are charged for these examinations each time make up exam(s) are requested.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcript Fee CUCF</td>
<td>Fee for each transcript requested by a student.</td>
<td>Each occurrence.</td>
<td>All students.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>$7 each</td>
<td>• There is a charge for each transcript supplied at the request of a student. There will be no charge for transcripts supplied to other CUNY colleges and affiliated units.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Administrative Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Purpose:</th>
<th>How Often:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicate Document Fee</td>
<td>Reimbursement for duplicate document creation or copying</td>
<td>Each occurrence</td>
</tr>
<tr>
<td>REF Varies upon type of Service</td>
<td>Student requesting service</td>
<td>Student requesting service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Thesis Binding Microfilming Fee</td>
<td>Administrative cost for service provided</td>
<td>Each occurrence</td>
</tr>
<tr>
<td>REF Cost of Service</td>
<td></td>
<td>Students who use the service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Transportation Fee</td>
<td>Fee for courses which require field trip transportation</td>
<td>Each occurrence</td>
</tr>
<tr>
<td>IFR Varies on Trip</td>
<td></td>
<td>Students taking applicable course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

- A fee is permitted to cover the administrative costs related to the issuance of duplicate documents.
- These documents may include, but are not limited to:
  - Diploma $30 – for each diploma or certificate to replace the original
  - ID Card $10 – for each reissuance of an ID Card
  - Duplicate Bill $5 – for each duplicate bill the student requires to be printed
- There is a charge for binding each copy of a Master's thesis, which varies from college to college dependent upon the college's selected vendor and the number of copies requested.
- There are certain courses (UG, GR and non-degree/non-credit) offered by colleges, which require a transportation fee for field trips. These fees are assessed and collected by the Bursar. The Board of Trustees must approve transportation fees.
Administrative Fees

<table>
<thead>
<tr>
<th>Materials Fee IFR</th>
<th>Purpose: Fee for special materials used in specific courses as outlined in the catalogue and approved by Trustees every two years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>How Often: Per each registration in such course(s)</td>
</tr>
<tr>
<td></td>
<td>Who: Students taking the applicable course</td>
</tr>
<tr>
<td></td>
<td>Refundable: No</td>
</tr>
<tr>
<td></td>
<td>Waivers: No</td>
</tr>
</tbody>
</table>

- Material fees may be charged for courses (undergraduate, graduate and non-degree/non-credit) under circumstances in which the student will own the end product of his or her work when using such materials
- The college catalogue must clearly state the nature and amount of the charge, by course.
- The college’s Bursar must collect these fees.

<table>
<thead>
<tr>
<th>CUNY BA Life Experience Portfolio IFR</th>
<th>Purpose: Fee to submit “Life Experience” portfolio to receive college credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>How Often: Once</td>
</tr>
<tr>
<td></td>
<td>Who: Participating students</td>
</tr>
<tr>
<td></td>
<td>Refundable: No</td>
</tr>
<tr>
<td></td>
<td>Waivers: No</td>
</tr>
</tbody>
</table>

- The CUNY Baccalaureate Program permits mature and highly motivated students to earn up to 15 college credits for valid learning experiences, which occurred prior to the student’s admission to the college.

<table>
<thead>
<tr>
<th>Cooperating Teacher Fee CUCF</th>
<th>Purpose: Fee assessed to students having Cooperating Teacher status Semester after application fee is paid; Tuition-Waiver Certificate is required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>How Often: Students who are Cooperating Teachers</td>
</tr>
<tr>
<td></td>
<td>Who: No</td>
</tr>
<tr>
<td></td>
<td>Refundable: Some waivers apply; see full program description</td>
</tr>
<tr>
<td></td>
<td>Waivers: $40 application fee; $25 per semester</td>
</tr>
</tbody>
</table>

- Please review the section on Cooperating Teacher Program “Special Programs and Special Situations” for further details.
# Administrative Fees

<table>
<thead>
<tr>
<th>Fee in Lieu of Tuition</th>
<th>Purpose: Fee for senior citizens taking CUNY courses</th>
<th>How Often: Per semester/session</th>
<th>Who: All participating seniors (60 years of age or older)</th>
<th>Refundable: No</th>
<th>Waivers: No – tuition is waived and this fee substituted; other fees apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Citizen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUCF $65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Individuals satisfying the New York City/State residency requirements and are 60 years of age or older as of the first day of the semester or session are permitted to enroll in undergraduate courses, on a space available basis. Proof of age is required via the following methods: Medicaid Card, Driver’s License, Birth Certificate, Passport, and the college will retain copies of such proof.
- Full information on seniors attending CUNY colleges is contained in the Special Programs and Situations section of this document under “Senior Citizen Attendance”.

<table>
<thead>
<tr>
<th>Fee in Lieu of Tuition</th>
<th>Purpose: To cover administrative costs for students enrolled in Online BA/BS programs</th>
<th>How Often: Each Term</th>
<th>Who: All students enrolled</th>
<th>Refundable: No</th>
<th>Waivers: No</th>
<th>NOTE: SEE TUITION POLICIES SECTION FOR MORE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNY SPS Online</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>$75</td>
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</tbody>
</table>

- For degree, certificate programs and courses offered online, SPS will charge the same in-state tuition rates in effect for undergraduate and graduate programs at CUNY to all students enrolled in these programs; regardless of residency (out-of-state students admitted and enrolled in online programs at SPS will be charged the prevailing in-state rate of tuition).
- All students enrolling in a degree, certificate program or course offered online will also be charged a $75.00 infrastructure fee each term.
- SPS will collect Permit tuition revenue by invoicing each of the colleges for the tuition revenue generated by permit enrollments into its courses, certificate or degree programs. The University Budget Office will coordinate the transfer of Permit tuition revenue from the “home” campus to SPS. Invoices continue to be sent and then approved by the College instead.
### Compensatory Fees

| Library Materials and Equipment Fines | Purpose: Fine for late return of library materials and equipment  
Each occurrence  
All library users, including faculty, staff and students  
Refundable: No  
Waivers: No |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------|
| CUCF  
$0.25/day - $15/hour             | • Library fines are assessed by either the hour or the calendar day, even when the Library is closed.  
• Reserved items will be assessed at the rate of $5.00 per hour or part thereof.  
• Fines at the higher end of the range (up to $15.00 per hour) are applied to items on reserve, high demand materials, room keys and equipment.  
• **Equipment** – All library equipment will be assessed at the rate of $15.00 per hour or each portion thereof. |

| Library Materials and Equipment Fees | Purpose: Fee for loss of or damage to library materials and equipment  
Each Occurrence  
All library users, including faculty, staff and students  
Refundable: No  
Waivers: No |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------|
| REF  
Cost + $25 processing charge      | • **Damaged items** - The borrower must pay overdue fines up to and including the date the item is reported as being damaged, if any, plus an amount to be determined by the nature and the extent of the damage, not to exceed the current price of the item, plus a processing charge. If the damaged item’s replacement cost cannot be determined, then the original cost plus an amount to be determined by the Chief Librarian will be substituted.  
• **Lost items** – The borrower must pay a processing charge per item, in addition to the current price of the item. If an item’s replacement cost cannot be determined, then the original cost plus an amount to be determined by the Chief Librarian will be substituted.  
• The refund of appropriation mechanism should be utilized to credit the applicable expense account. |

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**CUNY TFM 3-22-2013 Draft**
### Compensatory Fees

<table>
<thead>
<tr>
<th>Late Payment Fee CUCF</th>
<th>Purpose: Fee assessed when payment is not timely received by CUNY. How Often: Each Occurrence Who: All Students Refundable: No Waivers: Only under special circumstances, as determined by the University.</th>
</tr>
</thead>
</table>

- Section 18 of the State Finance Law requires students to pay late fees on outstanding tuition and fees that are not paid within 30 days of receipt of a billing notice or invoice therefore. Late fees may include, without limitation, set fees or statutory interest.
- Some students use outside servicing agents to administer tuition pre-payment plans. If such servicing agents charge fees to students who are late with payments to such providers, those fees may be separate and different than CUNY’s late payment fees.
- The University may require a student to pay all outstanding tuition and fee amounts, plus applicable late charges, as a condition to reinstatement of the student, and such amounts will be in addition to any readmission fee due.

<table>
<thead>
<tr>
<th>Lab Breakage &amp; Locker Fees CUCF</th>
<th>Purpose: To recoup costs for lab breakage and rekeying of lockers How Often: Each Occurrence Who: All Students Refundable: No Waivers: No</th>
</tr>
</thead>
</table>

Note: State Education Law Section 6206 requires that fees collected for laboratory breakage and locker usage be deposited into the CUCF. Any colleges charging such fees must ensure that they are deposited into the CUCF.

<table>
<thead>
<tr>
<th>Replacement Equipment REF Value of equipment</th>
<th>Purpose: Reimbursement for lost or damaged equipment How Often: Each occurrence Who: Anyone who damages or loses equipment Refundable: No Waivers: No</th>
</tr>
</thead>
</table>

The cost of equipment, which is lost, damaged, stolen or misplaced while in the custody of either a student or faculty member, shall be reimbursed to the college.
### Compensatory Fees

<table>
<thead>
<tr>
<th>Collection Fee</th>
<th>Purpose:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 22% of past due amounts</td>
<td>Fee assessed when payment is not timely received by CUNY</td>
</tr>
</tbody>
</table>

**How Often:** Each Occurrence  
**Who:** All Students  
**Refundable:** No  
**Waivers:** Only under special circumstances, determined by the University.

- Students that fail to make payment of past due tuition and/or fees within 90 days of receipt of first billing invoice or notice may be assessed an additional collection fee charge to cover the estimated cost of processing, handling and collecting such amounts.
- This fee cannot exceed 22% of the outstanding tuition or fee amounts.

<table>
<thead>
<tr>
<th>Returned Check Fee</th>
<th>Purpose:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUCF $20 per Check</td>
<td>Charge for each check returned by payer’s bank</td>
</tr>
</tbody>
</table>

**How Often:** Each occurrence  
**Who:** Everyone having check items returned  
**Refundable:** No  
**Waivers:** Only under special circumstances, as determined by the University.

- Pursuant to Section 19 of the State Finance Law and University Policy, when a student’s check, draft, or like instrument (a “check”) is tendered to the college or University Application Processing Center “UAPC” as payment of a liability and the check is not honored by the bank upon which the check is drawn, the student shall be charged the returned check fee.
- A separate returned check fee will be charged for each check that requires reprocessing.
- If the return of the check resulted from a bank error, and the bank acknowledges the error in writing, then the returned check fee may be waived by the college, unless the college’s bank account is assessed a fee for the dishonored check.
- The amount of the returned check fee shall automatically be deemed to be updated from time to time so that it is equal to the amount established by the Director of the Division of Budget for returned check charges payable under Section 19 of the State Finance Law.
C. Fee Processing Procedures

General Procedures
Per the State Education Law, all tuition (exclusive of continuing education tuition and/or fees) and some other-than-tuition fees must be deposited with the City University Construction Fund (CUCF).

Student Activity Fees
- The student activity fee includes the fees for student government and other student activities. Student activity fees, collected by a college are to be deposited in a college central depository and, except where earmarked by the Board, allocated by a college association budget committee, subject to review by the college association, as required in Article XVI of the Board Bylaws and the University Fiscal Handbook for the Control and Accountability of Student Activity Fees. NOTE: Summer session students must pay the applicable student activity fee for each summer session attended.
- The University Student Government Fee (U.S.S. Fee) is a component of each college’s student activity fee to be allocated by the University Student Senate (U.S.S.). The U.S.S. Fee is assessed during summer sessions/ winter sessions where a college charges a student activity fee.
- U.S.S. Fees collected by the colleges are paid directly to the Office of the University Treasurer. The initial payment is due upon the billing for each registration period for the fall and spring semesters, as well as the summer sessions. All other collections must be submitted to the Office of the University Treasurer in a timely manner, but no later than October 31 for the fall semester, March 31 for the spring semester and the end of the summer session.
- U.S.S. Fees shall not be forwarded to the college associations, but shall be paid directly by the colleges to the Office of the University Treasurer. A transmittal form is to be utilized in transmitting all U.S.S. fees to the Office of the University Treasurer.
- Special dates or exceptions (e.g., LaGuardia, Kingsborough, and The New Community College due to their unique registration periods) may only be authorized by the Vice Chancellor for Student Affairs.

Consolidated Services Fee
- The Consolidated Services fee will be transmitted to the Office of University Treasurer for deposit into an IFR account in accordance with the State’s Division of the Budget guidelines.
- Each college will submit the Consolidated Services fees to the Office of University Treasurer as collected, but no later than the end of the semester. Form A, Headcount will be used to confirm the minimum amount to be submitted.
Technology Fee

- The technology fee is an “Other Charge” and shall not be deposited into the CUCF account. For Senior Colleges, technology fee collections are to be handled through each Senior College’s Income Fund Reimbursable (IFR) account where funds will be transmitted for deposit to the Office of the University Treasurer and recorded in the Technology Fee Accounts maintained by the Office of the University Controller (OUC).

- For Community Colleges, the community colleges will use a special account established with the New York City Department of Finance. The Technology Fee collections will be transmitted to the Office of the University Treasurer by the New York City Department of Finance for deposit and recording by OUC in a Technology Fee Account established for each community college.
  - The technology fee accounts will be segregated from other college/University accounts so that the technology fee can be kept separate, tracked for expenditure purposes and properly accounted for.
  - No State or City surcharges or overhead will be assessed on the technology fee accounts so that 100% of the technology fee will be used for its intended purpose.
  - 12-6 school students will pay this fee in the same manner as their Student Activity Fee (i.e., if they pay the full-time Student Activity Fee, they will pay the full-time Technology Fee).

Non-instructional and Other Fees

- All non-instructional and other fees must be deposited into the appropriate City University Construction Fund (CUCF) account.

- The only exception is the Application Fee. The IFR mechanism will be utilized for undergraduate application fees in order to support the University Application Processing Center’s operation. The State’s Division of the Budget has mandated this funding arrangement.

Other Fees and/or Fines

- Other Fees are assessed to students to cover the cost to either replace an item or to provide a service. These fees are used to offset college tax levy expenditures through the refund of appropriation mechanism. These may be fines or might be a direct reimbursement to the college or university.
• There are several colleges where the assessment of Other Fees is handled entirely as function of the college (student) association or college auxiliary enterprise board and does not entail the expenditure of tax-levy funds. Under these circumstances, charges collected for such services may be deposited with the respective custodian of these funds to cover the cost of the related services.

• **Replacement Equipment Reimbursement**: The cost of equipment, which is lost, damaged, stolen or misplaced while in the custody of either a student or faculty member, shall be reimbursed to the college, as an expense offset or refund of appropriation so the specific equipment (budget) code may be replenished.

• **Thesis Binding or Microfilming Charges**: The refund of appropriation mechanism should be utilized to credit the applicable expense account.

• **Material fees, Transportation Fees**: At the senior colleges, charges are to be handled through the College’s Income Fund Reimbursable (IFR) and deposited in the college’s depository account. At the community colleges, a check should then be issued to the New York City Department of Finance, and sent to the University Controller’s Office (OUC) to be credited to the college's budget as a refund of appropriation. The correspondence to OUC must indicate the appropriate codes to be credited.

• **Duplicate Document Processing**: These charges should be handled through the refund of appropriation mechanism to credit the applicable expense codes.

• **Returned Check Fee**: In the case of UAPC, the returned item fee will be deposited into an IFR. Those colleges which are not charged any bank fees will continue to deposit the Returned Check Fees in the CUCF. If a college does not have sufficient Returned Check fees to cover the bank charges, then the college must utilize its own funds to pay the difference. These funds may not come from tuition and fee deposits.

**Commitment Deposits**

Once students have paid a commitment deposit these deposits are treated as tuition and fees and may not be used for any other purpose whatsoever, unless refund is required.
IV. RESIDENCY

Residency in Brief
The following table outlines the basic requirements a student must fulfill to qualify for the in-state tuition rate as a resident of the State or City of New York. As is set forth in the Manual, students may also qualify for the in-state tuition rate on other grounds, including having attended a high school or having obtained a GED in the State of New York.

<table>
<thead>
<tr>
<th>RESIDENCY REQUIREMENTS FOR COMMUNITY COLLEGES:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>IF STUDENT:</strong></td>
<td></td>
</tr>
<tr>
<td>Is a US Citizen; or a Permanent Resident; or has a Qualifying Immigration Status</td>
<td>AND</td>
</tr>
<tr>
<td>Has continuously resided in State of NY for 12 months immediately preceding the first day of classes</td>
<td>AND</td>
</tr>
<tr>
<td>Has continuously resided in New York City for the 6 months immediately preceding the first day of classes</td>
<td>OR</td>
</tr>
<tr>
<td>Has presented a valid certificate of residence to the CUNY community college from his/her home New York State county</td>
<td>THEN</td>
</tr>
<tr>
<td></td>
<td>Eligible for in-state tuition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESIDENCY REQUIREMENTS FOR SENIOR COLLEGES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IF STUDENT IS:</strong></td>
<td></td>
</tr>
<tr>
<td>A US Citizen; or a Permanent Resident; or in a qualifying Immigration Status</td>
<td>AND</td>
</tr>
<tr>
<td>Has continuously resided in State of NY for 12 months immediately preceding the first day of classes</td>
<td>THEN</td>
</tr>
<tr>
<td></td>
<td>Eligible for in-state tuition</td>
</tr>
</tbody>
</table>
This section of the Manual contains a full description of the criteria CUNY uses to determine if students are eligible for the resident tuition rate (Part I) and CUNY’s procedures to determine if students are eligible for the resident tuition rate (Part II).

In general, to qualify for the University’s resident tuition rate, a student must establish that he/she is a New York State or City “resident”, as applicable, based on the requirements set forth in Part I, Section A below of the Manual. For various legal and administrative reasons, the requirements to establish residency are different for the senior colleges and the community colleges.

In addition, certain non-residents, including those who are undocumented or out-of-status immigrants, are eligible for the resident tuition rate based on their attendance and graduation from a New York State high school or received a GED in the state of New York. See Part I, Section B below. There are also several other categories of students who are eligible for the resident tuition rate. See Part I, Section C below.

Part II of this section (below) sets forth CUNY’s procedures to determine whether students are eligible for the resident tuition rate, including the applicable time frame to request the resident tuition rate and the appeals procedure available to students who have been denied New York Residency status.

PART I – ELIGIBILITY FOR THE RESIDENT TUITION RATE

A. Qualifying for the Resident Tuition Rate Based on Residence in the State/City of New York

Senior Colleges. In general, to qualify for the resident tuition rate at a senior college based on residence in the State of New York, a student must:

- Be a U.S. citizen, permanent resident or in a qualifying immigration status (see section below regarding qualifying immigration statuses); AND
- Have continuously maintained his/her principal place of abode in the State of New York for a period of at least twelve (12) consecutive months immediately preceding the first day of classes; AND
- Have a bona fide intention of living in New York permanently.
A. Qualifying for the Resident Tuition Rate Based on Residence in the State/City of New York

Community Colleges  In general, to qualify for the resident tuition rate at a community college based on residence in the State of New York, a student must:

- Be a U.S. citizen, permanent resident or in a qualifying immigration status (see section below regarding qualifying immigration statuses); AND
- Have continuously maintained his/her principal place of abode in the State of New York for a period of at least twelve (12) consecutive months immediately preceding the first day of classes AND
- Either (1) have continuously maintained his/her principal place of abode in New York City for at least the last six months immediately preceding the first day of classes OR (2) if the student is a resident of a New York State county outside of New York City, obtain and present a valid certificate of residence to the CUNY community college from his/her home county; AND
- Have a bona fide intention of living in New York permanently.

Rules Relating to Establishing Residence in New York.

- Generally, a dependent student’s state of residency is considered the same as that of his or her custodial parent(s) or legal guardian(s).
- The legal residence of a dependent student whose parents are divorced, separated, or otherwise living apart will be considered New York State if the student resides for 12 months with the parent who is a New York State resident.
- To be designated a New York State resident, a student whose parent(s) or legal guardian(s) reside out-of-state must present evidence that he or she meets CUNY’s residency requirements set forth in above, AND that he/she is financially independent from his/her parents. Proof of financial independence must be documented. Factors taken into account in determining financial independence include, but are not limited to: whether the student is taken as a dependent on parents' federal and state income tax returns; whether the student is employed and the amount the student earned relative to expenses; the extent of financial support received by the student from parents or guardians; and other sources of student income.
- Students aged 24 and older are considered independent and do not have to document financial independence from their parents.
- In any case, and regardless of any other statements contained in the Manual, a student must first document legal residence prior to establishing another address (including a post office box) as a mailing address.
Qualifying Immigration Statuses.
To be accorded resident status, a student who is not a U.S. citizen must present valid evidence, issued by the U.S. Department of Homeland Security - U.S. Citizenship and Immigration Services ("USCIS"), indicating that he/she is in a qualifying immigration status. Samples of the many of the immigration documents that CUNY accepts as proof of immigration status are included in the Addenda to this Tuition and Fee Manual.

Undocumented and out-of-status immigrants, while not eligible to be considered "residents", may nevertheless be entitled to pay the resident tuition rate if they attended and graduated from high school or received a GED in New York State. See Part I, Section B below.

The following categories of students are in qualifying immigration statuses:

1. **Students Who Are Lawful Permanent Residents (Resident Aliens)**

   There are two acceptable methods for verifying status as a lawful permanent resident. A student who has requested Federal financial aid, which has been verified by the Federal Financial Aid Central Processor, has his/her status automatically matched by the USCIS. This will be evident through the University’s coding of the student as a lawful permanent resident. In such cases, there is no need for a student to submit a Permanent Resident Card (Formerly, the Alien Registration Card or commonly referred to as a Green Card) or any other form of documentation regarding permanent residence. A student whose permanent residence status is not confirmed through the above match must provide one of the following proofs to verify his/her status:

   - Permanent Resident Card: Form I-151 (old) and Form I-551 (new). Expired cards may be accepted; or
   - Unexpired Conditional Permanent Resident Card: Form I-551 with a two (2) year expiration date; or
   - Receipt for USCIS Form I-751: Petition to Remove the Conditions on Residence; or
   - Receipt for USCIS form I-698: Application to Adjust Status from temporary to Permanent Resident
   - I-551 Stamp in Passport indicating evidence of lawful permanent residence. Expired stamps may be accepted; or
   - Copy of USCIS Form I-90: Application to Replace Permanent Resident Card (old: Alien Registration Card), along with a U.S. Postal Service return receipt or with a cancelled check or money order; or
2. **Students in Certain Non-immigrant Statuses**

The United States Supreme Court has held that certain non-immigrant aliens have the legal ability to establish New York as their domicile, i.e. the place where they intend to reside permanently. Accordingly, foreign nationals in specified immigration categories (refer to list below) should be afforded the opportunity to establish New York State and/or New York City residency provided that they meet all the requirements set forth in Part I.A above, including showing that they have a bona fide intention of living in New York permanently and not returning to their prior domicile.

The following is a list of the visa categories of non-immigrant aliens who under federal law have the capacity to make New York State or New York City their domicile and therefore may qualify for the resident rate of tuition if they otherwise meet the requirements:

- **A** Ambassador, diplomats and certain other foreign officials and their families
- **E** Treaty trader/Treaty investor, spouse, and children
- **G** Certain government or international organization officials and their families
- **H-1B** Temporary worker in specialty occupation
- **H-1C** Temporary worker performing professional nursing services
- **H-4** Spouse or children of alien classified as H-1B or H-1C
- **I** Representatives of foreign information media and their spouse and children
- **K** Fiancé(e) or Spouse of a U.S. citizen and dependent children
- **L** Intra-company transferee (such as managers who have worked abroad for a branch of a U.S. firm) and their spouse and children
- **N** Parents and children of certain officers and employees of international organizations who were in turn granted permanent residency as special immigrants
- **O** Aliens who possess extraordinary ability in the sciences, arts, education, Business or athletics, motion pictures or television
- **R** Religious workers and their spouse and children
- **S** Crime witnesses and their spouse and children
- **T** Victims of severe forms of human trafficking
- **U** Victims of serious crimes
- **V** Certain spouses and children of lawful permanent residents who have a relative petition filed on their behalf before December 21, 2000 which has been pending for at least three (3) years

A student who is in one of categories above must provide proof of such status by providing his/her I-94 Arrival/Departure Card with either the notation Duration of Status (D/S) or an expiration date not yet reached.
Note: Where a qualified non-immigrant has made a timely application for an extension of stay as evidenced by a filing receipt for USCIS Form I-539, he/she remains eligible for in-state tuition. To “timely” file an application means that you file the application before your current period of authorized stay expires.

The following visa categories of non-immigrant aliens do not qualify for the resident rate of tuition:

- **B** Temporary visitors for business or pleasure
- **C** Visitors in transit
- **D** Crewmen
- **F** Academic students
- **H-2** Temporary workers performing special services
- **H-3** Trainees
- **H-4** Families of H-2 and H-3 visa holders (Note: H-4 family of an H-1B or H-1C are eligible)
- **J** Exchange visitor (student, scholar, professor)
- **M** Vocational students
- **P** Athletes, group entertainers, reciprocal exchange programs
- **Q** Participant in international cultural exchange programs
- **TN** Temporary workers under NAFTA Trade Agreement

3. **Students admitted as refugees, or granted asylum, or granted Withholding of Deportation or Removal**

   It should be noted that a person whose evidence of Refugee or Asylum status has expired is nevertheless eligible for in-state tuition. The following are acceptable proofs of this status:

   - Decision from USCIS or the Immigration Judge granting Asylum or Withholding of Deportation or Removal; or
   - Refugee Travel Document; or
   - I-94 Arrival/Departure Card with Employment Authorization Stamp and the notation "Asylum granted" or "Refugee granted"; or
   - Employment Authorization Document (EAD or work permit) (I-766) with the following codes: (A)(3) for Refugee, (A)(5) for Asylee, and (A)(10) for Withholding of Deportation or Removal.
4. Students with Adjustment of Status Applications Pending
Students who have filed USCIS Form I-485, Application to Register Permanent Resident or Adjust Status, qualify for in-state tuition pending a decision on their application. The following are acceptable proofs of this status:

- A USCIS Receipt Notice for the Adjustment of Status Application: Form I-797C indicating that the receipt is for an I-485 Adjustment of Status application; or

- A USCIS Receipt indicating that the fee for the adjustment application has been received. This receipt usually lists application type (in this case I-485), name of the applicant, alien number ("A" number) and the amount paid; or

- Employment Authorization Card (I-766) with the code (c)(9) or (c)(24)

Note: Students who filed or have an approved petition (Form I-130 or I-140), but have not yet applied for adjustment of status are NOT eligible for in-state or resident tuition.

5. Students Who Have Applied For or Have Been Granted Temporary Protected Status (TPS)
These individuals may live and work in the U.S. because the Department of Homeland Security has determined that they are temporarily unable to safely return to their home country for a variety of reasons. The following are the acceptable proofs of this status:

- A USCIS Receipt of Application for TPS (Form I-821); or,
- A USCIS letter granting TPS; or
- Employment Authorization Document (I-766) with the codes (a)(12) or (c)(19).

6. Students Granted Deferred Enforced Departure (DED) status or Deferred Action or Deferred Action for Childhood Arrivals (DACA)
While these categories are rare, they allow an individual to remain in the United States for designated time periods pending further review of the program by the United States Citizenship and Immigration Services (USCIS). Commonly, Deferred Action is given to approved, self-petitioning battered spouses until such time as they become eligible for adjustment of status. Deferred Enforced Departure (DED) is generally granted by the President to nationals of certain countries that had previously been designated for Temporary Protected Status (TPS) but TPS has expired.
7. Students Granted Deferred Enforced Departure (DED) status or Deferred Action or Deferred Action for Childhood Arrivals (DACA) (continued)

Deferred Action for Childhood Arrivals (DACA) is a decision by the immigration authorities to not enforce the immigration law against a foreign national and it gives the foreign national a period of authorized stay in the United States. DACA is specifically geared toward certain undocumented young people who arrived in the United States at a very young age and who the government determines are a low priority for deportation from the United States. The following are acceptable proofs of this status:

- Form I-797 granting Deferred Action, Deferred Enforced Departure status, or Deferred Action for Childhood Arrivals (No Exhibit); or
- Unexpired Employment Authorization Document (EAD) (I-766) with the code (c)(14) for Deferred Action status (Addenda I - Exhibit 6A); or

8. Students Who Are "Late Amnesty" Applicants

"Late Amnesty" applicants are immigrants who applied for immigration benefits under the 1986 Amnesty Laws but were not allowed to complete the process of adjusting their status. The LIFE Act signed into law by President Clinton on December 21, 2000 gave them the opportunity to adjust their immigration status. The following is the acceptable proof of this status:

- Unexpired Employment Authorization Document (I-766) with the code (c)(24)

9. Students Who Are NACARA Applicants

These are applicants for permanent residence under the "Nicaraguan and Central American Relief Act". The following are the acceptable proofs of this status:

- An Unexpired Employment Authorization Document (I-766) with the code (c)(10)
- An USCIS Receipt Form I-881
10. Students Who Are Cuban Parolees
The law provides for special procedures under which Cuban nationals or citizens and their accompanying spouses and children may obtain a haven in the United States and apply for permanent residence. The following are the acceptable proofs of this status:

- A USCIS decision granting parole; or
- Unexpired Employment Authorization Document (I-766) with the code (c)(11); or
- Proof of an application pending for adjustment of status

11. Students Who Are Other Types of Parolees
The USCIS sometimes admits individuals in parole status for humanitarian or other reasons. For these individuals, their parolee status must be indicated on an unexpired document, i.e., passport, I-94 card or an USCIS letter. The following are the acceptable proof of this status:

- A USCIS decision granting parole; or,
- I-94 Card with stamp notation by the USCIS at entry

12. Students Who Have Applied for Asylum and Have Been Granted USCIS Employment Authorization

The USCIS sometimes, but not always, grants employment authorization to individuals with asylum applications pending. To prove this status, a student must provide an unexpired Employment Authorization Document (I-766) with the Code (c)(8).

B. Qualifying for the Resident Tuition Rate Based on Having Attended and Graduated from a New York High School or Having Received a GED in the State of New York, including Undocumented and Out-of-State Immigrants

Pursuant to Section 6206 (7)(a) of the New York State Education Law, students who are not residents of the State of New York, other than those in lawful non-immigration statuses, qualify for the resident tuition rate if one of the following conditions are met:

- The student has attended an approved New York high school for two or more years, graduated, and applied to attend CUNY within five years of receiving the New York State diploma.
- The student has attended an approved New York State Program for General Equivalency Diploma (GED) exam preparation, received the GED issued within New York State, and applied to attend CUNY within five years of receiving the New York State GED.
- The student was enrolled in CUNY in the Fall 2001 semester or quarter and were authorized by CUNY to pay tuition at the resident rate. Thus, a student who attended CUNY in the Fall 2001 semester and paid the resident rate does not have to satisfy either condition 1 or 2 above.
To reiterate, a student meeting one of the three conditions set forth above does not need to prove residence in New York State in accordance with Sections above. The student can be a resident of another state, such as Connecticut or New Jersey, or can be an undocumented or out-of-status immigrant. However, students who meet one of these criteria but do not have lawful immigration status must file an affidavit (i.e., a notarized statement) with CUNY stating that they have filed an application to legalize their immigration status or will file such an application as soon as they are eligible to do so. See Part B of CUNY Residency Form discussed below in Part II.

Any student who is eligible for resident tuition because he/she satisfies one of the three conditions above will remain eligible for that rate even if the student leaves and returns more than five years later or receives a degree and is returning for a second degree.

Any student who has been admitted to and is attending CUNY, who subsequently receives his GED, does not qualify for the resident rate under the conditions stated above. CUNY does not recognize a New York State GED from any student who has already received a high school diploma or its equivalent from elsewhere.

C. Other Categories of Students Who Qualify for the Resident Tuition Rate:

1. Military Personnel (and their Families) and Veterans

   Student veterans of the armed forces of the United States and their spouses and dependent children who do not qualify for in-state tuition due to the student’s recent military service, but who would have been determined eligible for in-state tuition prior to enlistment, and enroll at a CUNY college within six months after release from the student’s active service will be eligible for in-state tuition. Documentation must be maintained to support the determination of residency.

   Members of the armed forces of the United States on a full-time active duty station in the State of New York, and their spouses and dependent children, who enroll at a CUNY college, shall be charged the in-state tuition rate. Such students shall continue to be charged the in-state rate at CUNY even if they are subsequently discharged from military service.

2. United Nations Personnel

   Foreign nationals employed by the United Nations, wishing to take advantage of the University's resident tuition rates, must present verification of their status as: 1) employee of the United Nations, 2) the spouse, or 3) a dependent of a United Nation employee. The verification required is at least an annual certification from the Office of Human Resources Management. It is recommended, however, that confirmation be obtained from the Personnel Officer at the United Nations each semester because employment status can change rather frequently. The employees, spouses of employees and dependent children of employees of the United Nations shall be deemed to be residents of New York City.
3. Exchange Students
The University's resident tuition rate may be applicable to a student of another college or university outside of New York State, which, in exchange, grants its resident tuition rate to the CUNY student. Evidence of satisfactory educational qualifications must be presented and the approval of the CUNY College’s president or designee is required.

4. Children of Staff and Employees of the City of New York
On June 14, 1976, the Board passed a resolution stating that "a child of a member of the permanent staff of the Board, or a child of a deceased or retired member of such staff who had served for more than five years on an annual salary, or a child of an employee of New York City or of a City agency who is required to live outside New York City in the performance of his/her official duties shall be charged resident rates".

The definition of who is considered permanent staff of the Board may be found in Section 6.2 of the Board Bylaws. In addition, although not listed in the Bylaws, the following tenure bearing titles within the CUNY School of Law are included: Law School Professor, Associate Professor and Assistant Professor, and Law School Library Professor, Library Assoc. Professor and Library Asst. Professor.

PART II – PROCEDURES TO BE USED IN MAKING DETERMINATIONS OF ELIGIBILITY FOR RESIDENT TUITION STATUS

The City University Residency Form
In all cases where a determination needs to be made as to whether a student is eligible for resident tuition, the student must complete The City University Residency Form. Part A of the Form needs to be completed by all students; Part B of the Form needs to be completed by students who are undocumented or out-of-status immigrants who are seeking resident tuition based on high school attendance/graduation or having received a GED in New York; and Part C needs to be completed by students who are seeking to be classified as New York State (or New York City) residents. Once the student has completed the CUNY Residency Form and submitted all required documentation, residency shall be determined based upon information submitted by the student. It is critical that the student clearly indicate on the form his/her present intent to reside permanently in New York State or New York City in order to qualify for resident status.

The CUNY Residency Form and any other forms referred to in this section are the only forms that have been approved for the purpose of documenting a student’s residency status. No other forms may be used by the colleges without the prior approval of the Office of the General Counsel. Any changes to residency requirements will be formally communicated to the colleges through memoranda issued by any of the following offices: Budget and Finance, General Counsel, and Enrollment Management.
Circumstances Requiring Review of Residency Status.

Colleges are only required to review the residencies of students flagged by UAPC as questionable. However, a college's registrar, admissions officer or either of their designees may, upon review of a student’s admissions application or other available data, determine that a student who has not been flagged does not qualify for the University's resident tuition rate. If any of the conditions below exist, the student's residency is otherwise questionable, or a student requests that the College review the residency determination, the student must complete The City University Residency Form and a determination will be made as to whether the student is qualified for the resident rate:

- The student's records indicate that the last high school or college attended was outside the City (community colleges only) or State of New York (except if the student's transcript from the out-of-state institution indicates a New York City/State address or the student has maintained the same address as in high school); or
- For dependent students, both of the student's parents, or legal guardians reside outside the City (community colleges only) or State of New York; or
- Records relating to the student (either community or senior college) indicate that he/she has lived at a State of New York address for less than twelve months preceding the first day of classes or for community college students residing at a City of New York address for less than six months; or
- The last residency determination which had been made with respect to the student resulted in his/her classification as a non-resident (a non-resident student does not qualify automatically as a resident student simply because he/she has been attending a New York college for the previous twelve months); or
- A college official determines that there is reason to believe that the student may not be a resident of the State or City of New York; or
- The student is not a U.S. citizen or a permanent resident (resident alien).

Students Are Expected to be Aware of Their Tuition Status and the Applicable Resident Tuition Rules.

Students requesting resident status for tuition purposes are expected to be aware of the requirements necessary to qualify for State residency (for both senior and community college students) and City residency (for community college students) set forth in Part I of this Tuition and Fee Manual. Students are also expected to be aware of the resident and non-resident tuition rates, which are available on the CUNY web site, among other places, so that they know if they are being charged the correct tuition rate when they received their tuition bill.
Guidelines for Completing Part C of the City University Residency Form

The procedures described herein must be followed when completing The City University Residency Form (Part C). Required forms of proof and other relevant documentation must accompany this form so an accurate residency determination may be rendered. The "intent to remain a resident" portion of the form must be completed prior to a residency determination. Under no circumstances will this form be considered unless all applicable questions have been answered.

- Required Documentation, Which Must Accompany The Residency Form (Part C)
  The student must submit copies of required forms of proof of residency from items "a" through "q" indicated below. The college must obtain:

- "a", or "b", or "c", or "d";

  Or

- Two of items "e" through "q" (Note: All items must document proof of residency for the 12 month period immediately preceding the first day of classes. Documents covering the first and last months of the previous twelve month period are acceptable provided that they show the student living at the same address.)

Items "a" through "q" are as follows:

a. Lease, deed or rent registration form (used for rent stabilized apartments) signed by the landlord, which is either a public or private agency, and the student or parent of the student with the same surname.

b. Budget/benefit letter from New York City Public Assistance with the student's New York address covering the 12-month period immediately preceding the first day of classes and including the student's name,

c. Benefits letter from Social Security with the student's New York address covering the 12-month period immediately preceding the first day of classes and including the student's name,

d. Copies of the most recent complete Federal and New York State tax returns with the preprinted address label and the corresponding W-2 form,

e. Copies of the most recent complete Federal and New York State tax returns without the preprinted address label and the corresponding W-2 form. Responses to Federal form 4506 and New York State form 4506 requesting Federal and State tax information is acceptable if the Federal and State governments acknowledge that the party in question has in fact filed a tax return from the address noted,

f. A valid New York State driver's license, with the student's name, showing the date of issuance at least one year prior to the first day of classes,

g. Homeowner's or renter's insurance policy with the student's name listed as insured,

h. Automobile registration with the student's name listed,

i. Automobile insurance certificate with the student's name listed as insured,
j. A "non-driver license", with the student’s name, issued by the New York State Department of Motor Vehicles,
k. Voter registration certificate or card with the student’s name,
l. Telephone or utility bills, in the student’s name, or payments for services such as cable TV covering a period of up to 12 months,
m. Monthly bank or credit card statements, with the student’s name, covering a period of 12 months (dollar amounts may be blocked out),
n. Armed forces identification card DD Form 2A (green) with the student’s name,
o. Attendance as a juror in New York State with the student’s name,
p. Apartment lease signed by the landlord (who is an individual and is not a public or private agency) and the student. If the student's name does not appear on the lease, the "Alternate Lease Statement" which is contained in the Addenda to this Manual, may be substituted. The "Alternate Lease Statement" must be completed and notarized by both the person whose name appears on the lease/contract and the student. The person whose name appears on the lease/contract must also submit proof (i.e., lease, telephone, utility, or similar type bills) of residency at his/her current address for the previous 12 months,
q. Postmarked mail addressed to a student at a New York address at least 12 months immediately preceding the first day of classes (a P.O Box is not acceptable).

In addition to the items indicated above, the college may at its discretion consider additional documentation from a student if it believes that an accurate residency determination may be rendered through the additional documentation.

Students Under the Age of 18
If the student has a legal guardian other than his/her parents, or his/her parents are separated or divorced, a copy of the legal guardianship papers or court order indicating legal custodianship must be submitted.

Intent to Continue Residing in the City, State and County
Assessing one’s intent to permanently reside in New York is a difficult task. In each case, whether the student is an immigrant alien (with the exception of permanent resident or resident alien), non-immigrant alien or U.S. citizen from out-of-State, the totality of circumstances will be reviewed. The college may view intent in terms of a student's professed intention to permanently remain in New York, as well as his/her intention not to return to his/her prior domicile. It must be stressed that the burden of proof as to a change of domicile rests with the student asserting it. Where the evidence is equal on both sides of the issue, the determination of domicile should be made in favor of the prior domicile, inasmuch as there is a presumption that an established (prior) domicile continues.
Appeal Process

Time Frame for College Review
The colleges should make every effort to complete all residency determinations by the first day of classes. If a student has submitted the required documentation and a decision has not been made by the college by the first day of classes, the college should defer the difference between in-state and out-of-state tuition until the determination is made. If resident tuition is denied and the student subsequently files an appeal under the procedures described further below, the student is responsible for paying out-of-state tuition while the appeal is pending.

The colleges will not review any residency determination unless the request for the review is made in writing, and all required documentation is submitted on or before the last day of finals in the semester for which resident tuition is being sought. The colleges will not make residency determinations retroactively and will not issue refunds to students even in cases where they would have qualified for the resident rate if they had submitted timely documentation.

The colleges should inform students of their determinations in writing.

Appeal Process
Any student who receives a negative residency determination must, at the same time, receive a copy of the University's appeal procedures. If the student believes that he/she meets requirements for in-state tuition, he or she may appeal by notifying the Registrar's Office (or other designated college appeal office) within ten days of notification that he/she has been determined to be a non-resident. At that time, the student must submit a statement to the Registrar (or other designated official) indicating why he/she disagrees with the college's decision.

Upon submission of an appeal, the student will be provided with a copy, stamped "received" and dated, or some other dated proof of the college's receipt of the appeal. The Registrar (or other designated official) will submit the City University Residency Form, copies of all documentation provided by the student and any statement made by the student, along with the college's determination and the reasons for the College's determination, to the University's Office of the Vice Chancellor for Legal Affairs and General Counsel, which will make a final determination regarding the student's residency status.
V. STUDENT LIABILITY

A. General Policies

• In general, charges shall be due and payable by the first day of classes and students who have not satisfied tuition and fee obligations before the first day of classes are not considered registered and therefore, their “conditional” registrations (course selections) must be cancelled, unless an exception in this Manual otherwise applies. Those students will not appear on class rosters or enrollment records or in “Form A” reporting AND will not be permitted to attend classes.

• Charges that are incurred after the first day of classes shall be due when the charge is placed on the student’s account.

• The University will establish specific due dates for partial tuition amounts to be paid in advance of the first day of classes. Such advance payments are intended to ensure that every opportunity is provided for the required tuition and fee obligations to be completely satisfied on before the due date.

• Late fees may be imposed if the payments are not received by any applicable due date regardless of whether or not such due dates fall before the first day of classes. Students who do not satisfy their obligations are subject to having their course registration cancelled as of any missed due date.

• Please note that tuition and fee obligations may be satisfied with payments, financial aid, third party obligations, a tuition payment plan or any combination of these items.

• Students with unpaid or undeferred charges after specified due dates shall be subject to late fees and other consequences as provided as per policies under “Delinquency Policies” and “Collection Policies” below.

B. Definitions

Registered student is defined as one who has (A) selected courses and been billed for these courses; and (B) satisfied tuition and fee obligations for the term as due.

Satisfied refers to a student’s meeting tuition and fee obligations to the University in a manner sufficient to maintain course registration, which may occur by any of the following: (A) payment by cash, check or credit card, (B) approved financial aid, deferrals; waivers, scholarships or third party receivables, or (C) any combination of (A) and (B). A student account may lose its status as being “satisfied” and may be declared delinquent due to failure of any receivable or future payment to be remitted to the University, or due to a change in the status of the student such that the student no longer qualifies for a previously granted deferral, waiver, or the like.
Liability refers to the amount of tuition or fees, which the student has not paid in full at the time of registration. All student receivables, third party receivables, and financial aid receivables are liabilities.

Student Receivables are monies owed for educational related University services. These receivables are considered to be valid as due and payable when established on the student’s account. Any disagreement by the student as to the validity of the student receivables must be made within 30 days of the charge. Receivables include tuition, fees and housing for approved students for the current fiscal year and is semester specific.

Third Party Receivables are funds expected to pay student educational expenses sometime in the future from a third party provider (other than governmental or private entities remitting financial aid monies as part of the college’s formal financial aid process, which is covered below in Financial Aid Receivables). Third party providers typically include, without limitation, governmental agencies such as the US Department of Defense, student employers, or Job Training and Placement Act service providers. Collection of third party receivables occurs during the semester the charges are incurred or the immediately following semester.

Financial Aid Receivables are funds expected to pay student educational expenses sometime in the future as part of the college’s formal financial aid process. These are estimates, which may change based upon enrollment and other factors and are various types of funds (e.g. loans, grants, scholarships) from various sources (e.g. federal, state, city, or college). Financial Aid Receivables include, without limitation, Pell Grants, State Scholarships, Grants, Fellowships, and NYS Tuition Assistance (TAP) awards.

Delinquency is a condition in which the student has not met all applicable financial and documentary obligations as in this Manual. An account is delinquent when payment or documentation is not received by the due date. Some examples are: non-payment of tuition, not completing required exit forms, etc.

Default is a condition in which no payment has been received within six (6) months of the due date. At this point, the account is generally placed with a professional collection and litigation service.

“Form A Reporting” is the census date for confirmed enrollment at CUNY.
Deferral
A temporary postponement of all or part of a student’s payment obligation beyond the date when full payment would otherwise be required. Campus procedures shall ensure the timely receipt of payments of any receivables on which deferrals are based. For students who have deferred outstanding charges, the deferral period should be for the shortest time period possible. Deferrals are categorized as either obligatory or discretionary on the part of the campus. A description of each follows in Section C.

C. Deferrals

1. Obligatory Deferrals
An obligatory deferral is required when a student’s charges are covered in full or in part, by certain scholarships, awards, grants, benefits, or approved time payment plans, and when the student can show proof of the coverage (satisfactory to the college Bursar or other designated college official) or program participation by the date payment would otherwise be required. Some examples of these deferrals are:

(a) Financial Aid
Students with proof, satisfactory to the Bursar or other designated campus official, of Financial Aid Receivables applicable to the upcoming semester shall be granted a deferral to the extent of such Financial Aid Receivables; any Student Receivables not covered by any approved Financial Aid Receivables shall be paid by the student by the applicable due date.

(b) Veterans Deferral Program
This deferral program generally allows student veterans to attend classes at CUNY and defer their tuition payments for a given semester (or summer session) until such time as the student’s veterans benefits are paid to CUNY by the US Department of Veterans Affairs. For more information about the Veteran’s Deferral Program and the requirements for such tuition payment deferrals, please contact the CUNY Office for Veterans’ Affairs.

(c) Paying Tuition in Installments
- Students are permitted to enter into an agreement with a University-approved servicing agent to pre-pay tuition and fees due to CUNY. The contractor acts as a servicing agent for the University in collecting tuition and fees from students at each college.
- The funds collected by the servicing agent are remitted to the Office of the University Controller (OUC) on a bi-monthly basis. The students, or guardian, sign agreements with the servicing agent and, upon submission of a stipulated fee to the servicing agent, a prepayment plan is established whereby students make scheduled monthly payments to the servicing agent (not the University).
The servicing agent (and not the college) is responsible for collecting fees from students who present the servicing agents with checks or ACH transfers with insufficient funds to pay. The servicing agent may assess late fee, in accordance with the terms of the Manual for students who do not meet their scheduled monthly payment dates.

- OUC will be responsible for remitting funds received from the servicing agent to CUCF.
- OUC will record all transactions involving the remitted funds in each college's appropriate accounts. OUC will not separately account for tuition, student activity fees, and services fees. OUC will not transmit (return) any of the tuition and fees back to the colleges for: 1) student refunds as a result of a student’s failure to register or withdraw within the refund period, or 2) for payments to student associations for the student activity fees. Each college will be responsible for remitting funds to the student associations, and determine the amount of refunds and disbursement to students. The colleges' disbursement of funds will be made from existing funds in their depository accounts. The colleges will make the appropriate accounting entries to reflect the above transactions.

- The colleges and OUC will receive monthly reports from the servicing agent that identify both the students and the amounts the students paid. The colleges will apply the payment data (student activity fee, consolidated services fee and tuition in that order) to individual students’ accounts based upon the servicing agent’s transmitted data.

- For accounting purposes, no entries to a student’s account will be made until either the college has completed registration and established a receivable from its billing, or after the first day of classes (when the student’s tuition and fee liability has been established).

2. Discretionary Deferrals

(a) University Hardship Deferral Program

The University's Hardship Deferral Program allows a college to defer a portion of a student's tuition liability until after the semester (session) has begun. The President, or his/her designee, at each college, will create and administer programs designed for students according to the following principles:

- No tuition deferment for any student shall be granted for a total tuition liability of less than the community college undergraduate resident part-time tuition rate per credit multiplied by six (6) credits.
- Student activity fees cannot be deferred.
- An initial payment determined by the college is required to classify the student as registered and enrolled
- Any student who is granted a hardship deferral must sign a Hardship Deferral Promissory Note for the amount of the deferred tuition. If the student does not meet the terms and conditions of the Promissory Note, a hold will be placed on his/her permanent records and the student remains liable for the balance due.
The terms and conditions of the Promissory Note will include the following:

- A second payment of at least 50% of the remaining liability (deferred amount) is due 30 days after the first day of the semester or session.
- The third and final payment (of the remaining balance) is due 60 days after the first day of the semester or session.
- If a student defaults, at any time, on this Promissory Note, his/her account will be referred to the University's collection agencies and all applicable late fees and related interest and collection costs will also apply.

Any deviation from the recommended Hardship Deferral Program outlined above must be submitted to the University's Office of the Vice Chancellor for Budget and Finance for approval.

A deferral may be authorized by the College president or his or her designee for extreme hardship of the student due to natural or other disasters.

D. Reduction of Liability

In some instances a student's liability for tuition, fees and other Student Receivables may be reduced by the Bursar staff or other college designated official. Such a reduction of liability occurs when a student would otherwise owe the University tuition or other Student Receivables but such amounts due the University are reduced by virtue of the circumstances set forth below. Refunds to students for amounts having been paid to the University are covered by Section VI, Refunding of Tuition.

If applicable, refunds may not generally be granted for requests submitted after the college's official census (Form “A”) date unless previously stipulated above. Non-attendance does not affect a student's liability for tuition or other Student Receivables.

Reduction of liability, whether or not resulting in any refund, may be granted if any of the following conditions exist:

- A drop form (which may be a change of program form), signed by the student (or the equivalent within an on-line registration system) and accepted and date stamped by the Registrar upon receipt, is submitted. If the request for withdrawal is mailed, then the U.S. postmark date prevails. In the case of dropped courses, Bursars shall grant reductions in liability based on the same dates and tuition percentages as are applicable to tuition refunds (see Section VI, Refunding of Tuition).
- The college cancels Course(s) and the student's program drops below 12 billable equivalent credits.
The college, as a result of a change in a student’s academic standing, cancels a student’s registration. (For example, academically dismissed students who pre-registered during priority registration.)

The college cancels a student's registration upon committee recommendation (after academic review or due to disciplinary action).

Withdrawal from course(s) to register at another unit of CUNY.

Withdrawal from course(s) due to formal notification of military service during the semester, and a refund is requested, provided that the student does not qualify to receive an earned grade.

A degree student should not pay more than the full-time tuition rate in the applicable category regardless of the amount of tuition liability resulting from a combination of dropping and adding courses during the refund period. This limitation does not apply to any fees that may have been charged.

**E. Delinquency Policies**

The Board has established the following policy with respect to the withholding of student records, which applies to students who have not satisfied financial or other regulatory obligations to the college, the University, or any State or Federal agency for which CUNY acts as a disbursing or certifying agent:

“Students who are delinquent and/or in default in any of their financial accounts with the college, the university or an appropriate state or federal agency for which the university acts as either a disbursing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.”

Delinquency policies apply even if CUNY has inadvertently allowed the student to register.

Some examples of conditions of delinquency are:

- Non-payment of tuition or fees on or before the applicable due date by any means outlined above;
- Non-completion of exit interviews required for the Federal Perkins Loan Program, the Family Education Loan Program or the Federal Direct Loan Program(s);
• Any students who are delinquent and/or in default at the end of the semester or who have not met the terms and conditions of the hardship deferment procedures during the semester will not [be]:
  o Issued copies of grades or transcripts of academic records;
  o Permitted to register in the next semester; or
  o Receive a certificate or degree; and
  o Receive funds under the Federal campus-based aid or Federal Pell Grant Program.
• Students who are delinquent will have any existing registration for classes cancelled.
• In exceptional hardship cases and consistent with Federal and State regulations, the designated officer may waive, in writing, the application of the policy. The designated officer at the Law School, is the Dean of the Law School. The designated officer at the colleges is the President or his/her designee.

F. Collection of Student Accounts
The University or College, as applicable, will collect and maintain identifying information about all outstanding debts owed by the student, including date, amount, nature and due date of the charge.

All activity employed to collect these receivables must be documented, including the nature of the activity, such as letters sent, phone calls made, agreements and/or abrogation of such agreements, and the use of collection agencies or outside vendors to collect debts.

1. Collection Agency Placement
CUNY enters into contractual arrangements with specific collection agencies. These contracts for collection and litigation activity are negotiated and entered into by the Office of the University Controller and submitted to the New York State Department of Budget for approval. All contracts will include provisions for the imposition and collection late fees, collection fees, and all other fees due from student debtors.

2. Tax Offsets
Student accounts against which CUNY has received a final court judgment will be submitted to the NYS Department of Taxation and Finance (DOTF) for the tax offset program and must meet all program requirements. Returned mail is to be marked on the student’s account, since notification for tax offset is required. Bursar’s offices shall remit all required information to OUC in order to effectuate the Tax Offset process for qualifying student debts.
G. Bankruptcy

In the event a student owing any debts to a college (a “student-debtor”) files a bankruptcy petition, the college must cease all collection activity for such debts while the bankruptcy proceeding is pending. During such time a college must provide an official transcript if requested by the student-debtor and permit the student-debtor to register for classes, provided that the student-debtor otherwise complies with applicable college and University requirements. The college must immediately notify the Office of University Controller of a student-debtor’s bankruptcy proceeding and must consult with the Office of General Counsel if special circumstances exist that may warrant additional legal action in the bankruptcy proceeding.

- The college may resume collection efforts, and may deny the student-debtor an official transcript and class registration, upon the closure of the student-debtor’s bankruptcy proceeding, unless the student-debtor’s college debts have been discharged in the proceeding.
- If the college debts have been discharged in the bankruptcy proceeding, the college may not resume collection efforts and the college must provide an official transcript if requested by the student-debtor and permit the student-debtor to register for classes, provided that the student-debtor otherwise complies with applicable college and University requirements.
- Student-debtors must provide written confirmation that a bankruptcy proceeding is pending or that any college debts have been discharged, such as copies of the applicable bankruptcy petition or order of discharge. If the student-debtor is unable to provide such documentation, and in all cases where a student-debtor asserts that college debts have been discharged, the college must immediately notify the Office of General Counsel.
- Colleges should note that, in general, student loans, educational benefits overpayments, and obligations to repay funds received as an educational benefit, scholarship, or stipend are exceptions to discharge under Federal bankruptcy law and are presumed to be non-dischargeable. A bankruptcy court may require a student-debtor to institute an adversary proceeding to determine whether such debts may be discharged. Colleges must immediately notify the Office of General Counsel of any such adversary proceedings, and also provide copies of the related summons and complaint upon receipt.
- Colleges must otherwise contact the Office of General Counsel if any circumstances arise that are not contemplated in this section.
VI. REFUNDING OF TUITION

A. Refunds

- The colleges will utilize the University's refund policy to determine the amount of monies to be refunded to students after the first day of classes.
- Students who do not register will be entitled to a full refund of all monies collected by a servicing agent including student activity fees and the consolidated fee. These refunds as indicated above will be paid from the college's Depository Account.
- Payment agreements entered into by the students, or their parents, can be for less than the full amount of tuition and fees.
  - CUNY policy does not permit payment of amounts in excess of the University's tuition and fee schedule as indicated in the Manual. Any excess amounts paid to the servicing agent and forwarded to the University will be returned to that servicing agent.
  - The college must collect the difference between the total scheduled payments and the tuition charge at the time of registration, or the college's established due date for payment of tuition and fees, whichever date is later, when the budgeted amount is less than the total fees due.
  - A student's tuition and fee liability must be satisfied prior to the first day of classes.

The following University schedules should be used to determine the amount of refund (or reduction in amount of tuition liability) due to any student. Deviations from the policy below must be approved by the Vice Chancellor for Budget and Finance. Refunds are based upon the first day of classes as indicated in the official University calendar. The official receipt of a request for refund by the Register’s Office is the date such refund is calculated.

Tuition refunds are calculated in accordance with the Tuition Refund Policy for those students who officially drop a class or classes during the first three weeks of the semester. Some Fees may be refundable.
B. Refunding Tables and Methodology

<table>
<thead>
<tr>
<th>Refund Schedule for Fall and Spring Semesters</th>
<th>Tuition Refund</th>
<th>Tuition Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop course(s) before 1st Official Day of the Semester</td>
<td>100%</td>
<td>-0-</td>
</tr>
<tr>
<td>Drop course(s) within 6 calendar days of opening date</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Drop course(s) between 7 &amp; 12 calendar days of opening date</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Drop course(s) between 13 &amp; 17 calendar days of opening date</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Drop course(s) beyond 17th calendar days after opening date</td>
<td>None</td>
<td>100%</td>
</tr>
</tbody>
</table>

For summer and winter session(s), the refund period is the first 20% of the total days (including Saturday, Sunday & Holidays) in the session. The refund period is divided into two equal segments corresponding to a 50% and 25% refund period. For example:

<table>
<thead>
<tr>
<th>Days in the Session</th>
<th>First Refund Period</th>
<th>Second Refund Period</th>
<th>After Computed Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six Weeks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 weeks X 7 Days = 42 Days</td>
<td>5 Days</td>
<td>4 Days</td>
<td>33 Days</td>
</tr>
<tr>
<td>20% of 42 Days = 9*</td>
<td>50%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Percentage of Refund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of Liability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four Weeks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 weeks X 7 Days = 28 Days</td>
<td>3 Days</td>
<td>3 Days</td>
<td>22 Days</td>
</tr>
<tr>
<td>20% of 28 Days = 6* Days</td>
<td>50%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Percentage of Refund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of Liability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three Weeks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 weeks X 7 Days = 21 Days</td>
<td>1st Day</td>
<td>Next 4 days</td>
<td>Final 16 days</td>
</tr>
<tr>
<td>20% of 21 days = 5* days</td>
<td>50%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Percentage of Refund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of Liability</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following is the refunding table for the 12/6 Schools: Kingsborough Community College; LaGuardia Community College; and The New Community College. As colleges move through the CUNYFirst implementation process, more colleges will use this table for refunding.

<table>
<thead>
<tr>
<th>Refund Schedule for Fall and Spring Semesters</th>
<th>Tuition Refund</th>
<th>Tuition Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop course(s) before 1st Official Day of the Semester</td>
<td>100%</td>
<td>-0-</td>
</tr>
<tr>
<td>Drop course(s) within 6 calendar days of opening date</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Drop course(s) between 7 &amp; 12 calendar days of opening date</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Drop course(s) between 13 &amp; 17 calendar days of opening date</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Drop course(s) beyond 17th calendar days after opening date</td>
<td>None</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refund Schedule for Summer and Winter Semesters 6 weeks</th>
<th>Tuition Refund</th>
<th>Tuition Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop course(s) before 1st Official Day of the Semester</td>
<td>100%</td>
<td>-0-</td>
</tr>
<tr>
<td>Drop course(s) within 6 calendar days of opening date</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Drop course(s) between 7 &amp; 12 calendar days of opening date</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Drop course(s) beyond 12th calendar days after opening date</td>
<td>None</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refund Schedule for Summer and Winter Semesters less than 6 weeks</th>
<th>Tuition Refund</th>
<th>Tuition Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop course(s) before 1st Official Day of the Semester</td>
<td>100%</td>
<td>-0-</td>
</tr>
<tr>
<td>Drop course(s) within 6 calendar days of opening date</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Drop course(s) beyond 6th calendar days after opening date</td>
<td>None</td>
<td>100%</td>
</tr>
</tbody>
</table>

**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. Refund applications for any summer terms will be accepted up until the beginning of the fall semester.

**Note:** For 2, 3, 4 and 5 week winter sessions, there are limits to when the refund may be applied for. See the table above for examples of computation.

**Note:** The refund period may be altered in particular years, dependent upon special circumstances.

**Following is the narrative of the refunding process:**
Generally, the following methodology should be used

- The refund period is the first 20% of the total days (including Saturday, Sunday, & Holidays) in the term/session. The last day of this period coincides with the census (Form "A") date.
- The 20% represents the traditional semester's census date; for example: 7 days in a week X 15 weeks in a term/session 105 days X 20% = 21 days (the census date is the 21st day) The refund period should be divided into three equal segments corresponding to the three refund percentages (75%, 50% & 25%) as shown above.
- The refund period corresponds to the 21-day period noted above. Thus, 21/3 = 7 day segments in which, withdrawal during the first 7 days would allow for a 75% refund, withdrawal during the second 7 days would allow for a 50% refund and, withdrawal during the third 7 days would allow for a 25% refund.
- In those instances where the traditional 15-week session does not exist, the census date and therefore the determination of the refund period may result in less than a complete day. In those cases, the college should round to the nearest full day, for example: 7 days in a week X 10 weeks in a term/session 70 days X 20% = 14 days (the census date is the 14th day) Therefore, under these circumstances, the refund period corresponds to the 14 day period noted above.
- Thus, 14/3 = 4.667 which should be rounded to 5 day segments in which, withdrawal during the first 5 days would allow for a 75% refund, withdrawal during the second 5 days would allow for a 50% refund and, withdrawal after the second 5 day segment and prior to and including the census date (14th day) would allow for a 25% refund. Thus, the last period would contain only 4 days, even though the first and second periods each contain 5 days.

Change in Status from Full-Time Student to Part-Time Student
If a full-time student (registered for at least 12 credits) drops a course during the refund period and thus is registered for less than 12 credits, the student’s effective tuition is then calculated on a part-time basis.
- However, the student is also liable for that portion of a full-time tuition, which is not refunded in accordance with existing refund procedures.
- Subtract the new part-time tuition amount from the full-time amount and give the student a refund based upon the percentage due at the point of withdrawal.

Tuition Refund Liability - Registration During Late Registration Period
- Students who register during the college specified late registration period and settle their tuition bill creates a tuition refund liability. Late registration occurs after the first day of classes as stated in the official University calendar.
- No tuition refund liability is created until a tuition bill is settled.
- Once a tuition bill is settled, refund liability, if any, is based upon the refund schedule in the chart above.
C. Refunds Based on Specific Criteria

Refunds for U.S. Military Service, Peace Corp or VISTA

- Any refund request for U.S. Military, Peace Corps or VISTA service must be documented in order to process it.
- In the case of the U.S. Military, a copy of induction or military orders is required. In order to obtain a grade, a student must have attended class regularly for approximately 13 weeks (5 weeks for Summer Session) or 85% of the term’s work through acceleration may be given full credit for each course in which he or she has a grade of C or better.
- The student must follow their college’s policy on incompletes, and sign an incomplete contract with the instructor. The normal regulations apply, and grades will be recorded as failures if courses are not completed.
- Faculty makes the decision regarding eligibility for a grade.
- No refund will be made to a student who has been assigned an earned grade, regardless of whether the grade is passing or failing.
  - In instances where students enlist in the U.S. Military, the Peace Corps, or VISTA and do not attend class for a sufficient time to qualify for a grade but continue to attend class within 2 weeks of induction, a refund of tuition and all other fees except application fees will be made in accordance with the following:
    - 100% refund for students who withdrawal before the beginning of the 5th calendar week (3rd calendar week for Summer Session) after the scheduled opening date of the session.
    - 50% refund for students who withdraw after the beginning of the 5th calendar week (3rd calendar week for Summer Session/Winter Session) after the scheduled opening date of the session.
  - If a tuition liability exists, a student may be eligible for State or Federal financial aid. Please refer to the Office of Student Financial Assistance's Policy and Procedures Manual.
  - Upon return from military service, a student will not be charged a Readmission Fee to register at the same college.

Improper Advisement Has Been Given

- Improper Advisement will result in a student tuition refund in the following situations:
  - If a tuition-paying student is placed in a special (remedial) class and is advised by the instructor to withdraw from the class because it is unneeded, the student may be entitled to either a full or partial refund.
If a tuition-paying student is placed in an unneeded class and after review the college is satisfied that the student was improperly advised, the tuition may be refunded in full. Otherwise the student is entitled to a tuition refund based on the established refund schedule.

College Cancelled Registration Will Result in a Student Tuition Refund in the Following Situations:

- A student registers as a degree student but the college subsequently learns he/she did not receive a high school diploma or equivalent and then the student elects not to continue as a non-degree student.
- A student is notified that he/she is no longer in good academic standing.
- A student has been permitted to register, but subsequently it is learned that he/she owes money to the college, another CUNY college, or loan program. A student’s grades from the prior semester are received after registration and the student can no longer continue in one or more courses.

Tuition Refunds Resulting From a Change in Student Status

Student status changes will result in a student tuition refund in the following situations:

- A change in a student's residency status from non-resident to resident, which occurs before the first day of classes, will still entitle the student to a refund of the difference between the resident and non-resident tuition rates.
- Any reclassification in residency status, a change from advance standing transfer to continuing student status, or a change from non-degree to degree status on or after the first day of classes will not take effect until the next semester.
- A student is not entitled to a refund due to reclassification on or after the first day of classes.

Immunization Liability

As a result of New York State Public Health Law (PHL) Section 2165, the University has instituted procedures requiring all students born on or after January 1, 1957, who are registered for six or more credits/equivalent credits, to submit proof of immunization for measles and one proof for mumps and rubella to be in attendance at the University. This requirement applies to all full-time students (defined as students enrolled for 12 or more credit hours or the equivalent) and to part-time students (defined as students enrolled for at least 6 but fewer than 12 credit hours or the equivalent in degree or certification programs).

Any student who does not comply with the immunization policy, and as a result has his/her registration cancelled, will receive a tuition refund. That student’s academic standing and eligibility for financial aid may be affected.

http://www.cuny.edu/about/administration/offices/sa/services/student-health/immunization-info.html
The Effect of the Refund Procedure on Financial Aid Eligibility
In some cases refunding of tuition will have an impact on financial aid eligibility. Students must determine any liability by contacting their college’s Financial Aid Office.

VI. WAIVERS OF TUITION AND FEES
A college and its president do not have the authority to waive fees and tuition unless such waiver is pursuant to an established University policy or is otherwise specifically authorized by The City University of New York Board of Trustees. Although the list below indicates the waivers currently offered by CUNY, it may not be an all-inclusive list. New waivers may be added with the approval of the Board between Manual updates.

A. Application Fee Waivers

<table>
<thead>
<tr>
<th>Application Fee Waivers</th>
<th>Students for whom application fee is a financial hardship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee Waivers are dependent on the following:</td>
<td></td>
</tr>
<tr>
<td>• University Office of Admission Services (OAS) in conjunction with the University Budget Office determines, annually, the amount of money available for application fee waivers.</td>
<td></td>
</tr>
<tr>
<td>• OAS allots each high school in New York State a number of application fee waivers proportional to their application rates from needy students, as measured by their financially eligible Special Program applicants.</td>
<td></td>
</tr>
<tr>
<td>• High schools distribute application fee waivers to students who have applied for the Special Programs.</td>
<td></td>
</tr>
<tr>
<td>• University Director of Admissions may waive the application fee in special cases.</td>
<td></td>
</tr>
<tr>
<td>• Application fee waivers for degree students are not permitted unless submitted for Board approval through the University Budget Office, the Office of Student Financial Assistance and the Office of Internal Audit and Management Services.</td>
<td></td>
</tr>
<tr>
<td>• Application fee waivers for non-degree and graduate students do not require the approval of the University Director of Admissions.</td>
<td></td>
</tr>
<tr>
<td>o Individual non-degree and graduate student waivers will continue to be reviewed and approved by the college, on a case-by-case basis, for submission to the Board for approval.</td>
<td></td>
</tr>
<tr>
<td>o Any waivers pertaining to a group of students must be submitted to the Board for approval.</td>
<td></td>
</tr>
<tr>
<td>o Individual non-degree and graduate student waivers must also be submitted for Board approval before the college grants them.</td>
<td></td>
</tr>
</tbody>
</table>
Veterans are entitled to an application fee waiver based on eligibility. For more information about the Veterans Application Fee Waiver, contact the CUNY Office of Veteran’s Affairs.  
[http://www.cuny.edu/about/resources/veterans/admissions.html](http://www.cuny.edu/about/resources/veterans/admissions.html)

### B. Tuition Waivers

<table>
<thead>
<tr>
<th>Tuition Waiver</th>
<th>NYC High School Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td><strong>Veteran’s Application Fee Waiver</strong></td>
</tr>
<tr>
<td>Veterans are entitled to an application fee waiver based on eligibility. For more information about the Veterans Application Fee Waiver, contact the CUNY Office of Veteran’s Affairs.</td>
<td></td>
</tr>
</tbody>
</table>

Colleges may apply for and receive Board approval to waive tuition for current New York City high school students taking college course(s) while completing their high school education.

- These tuition waivers must be renewed every year.
- The request for tuition waivers may include a request to waive application fees, student activity fees, the consolidated services fees, and the technology fee.
- The amount of the tuition and/or fee waiver will be calculated utilizing the applicable senior or community college lowest undergraduate resident degree tuition rate/credit.
- Tuition and fee waivers for high school students attending separately funded City or State programs, such as [College Now](http://www.collegenow.org), do not require Board resolutions.
- For all colleges, tuition waivers for high school students will be considered unfunded waivers for revenue purposes.
- Accounting procedures will keep track of these students by utilizing an OSIS number, a unique nine-digit number assigned to each student by the Department of Education. This number is easily obtained from the student’s high school permanent record and program card. A social security number should also be entered, or in the absence of an accurate number, the college should generate the number.

<table>
<thead>
<tr>
<th>Tuition Waiver</th>
<th>University Skills Immersion Program (USIP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All tuition and fees are waived for USIP students. There is no TAP eligibility for USIP courses. Students enrolled in both USIP and non-USIP summer courses will be assessed tuition and fees for non-USIP courses.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The colleges will be required to report USIP enrollment data to the Office of Institutional Research and Analysis, but the data must be properly identified as USIP enrollment data so that the FTEs are not included in the University Budget Office's revenue projections. It should be noted that any USIP courses, that do not offer basic skills components and are only educational experiences, and do not generate credits or equated credits, will not be included in official college transcripts.</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Tuition Waiver

<table>
<thead>
<tr>
<th>Macaulay Honors College University Scholars</th>
</tr>
</thead>
<tbody>
<tr>
<td>• University Scholars tuition is fully funded in the following order: Tuition is funded first from eligible TAP awards, followed by New York City Council scholarship funds and other tuition-only scholarships, and lastly through funded waivers provided by the University Budget Office.</td>
</tr>
<tr>
<td>• The University Budget Office waivers for Macaulay Honors College students are at the resident rate of tuition.</td>
</tr>
<tr>
<td>• Home colleges of University Scholars may supplement the Honors College scholarships through campus-based awards.</td>
</tr>
<tr>
<td>• University Scholars register at their Home College and are billed through the CUNY administrative finance system. Waivers are recorded for tuition only. University Scholars pay fees.</td>
</tr>
<tr>
<td>• Effective Fall 2013, out-of-state students accepted and subsequently enrolled at Macaulay will not be eligible for the Tuition Scholarship. Out-of-state students will be responsible for the total cost of their tuition. Currently enrolled out-of-state students will continue receiving the full Tuition Scholarship for the duration of their attendance.</td>
</tr>
</tbody>
</table>

### Tuition Waiver

<table>
<thead>
<tr>
<th>Accelerated Studies in Associate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Students participating in the ASAP program who are eligible for state or federal financial aid will be entitled to receive waivers for tuition and fees not covered by State and/or federal financial aid programs. ASAP students who are not eligible for State or federal Financial Aid programs must pay all tuition and fees assessed and will not receive any waivers.</td>
</tr>
<tr>
<td>• The waiver amount will differ for every eligible student dependent upon the amount of financial aid applied to the tuition and fees assessed.</td>
</tr>
<tr>
<td>• ASAP Program students are required to complete and file a Financial Aid Application (FASFA). Students who do not file the FASFA, or who are adjudged not eligible for aid will be required to pay the entire amount of tuition and fees.</td>
</tr>
</tbody>
</table>
## Tuition Waiver

<table>
<thead>
<tr>
<th>CUNY General Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whenever funds are received by the University or an individual college from private, State or City sources specifically to cover instructional and other costs for a special program of study or for a clearly defined special group of students, the Board may waive any tuition and fees which would otherwise be imposed on the affected students.</td>
</tr>
</tbody>
</table>

- Tuition may be waived for students enrolled in graduate and undergraduate courses when they are enrolled in an identified grant or contract (G/C) program.
- The terms of the G/C must provide for full payment of the costs of the program.
- Student activity fees, Consolidated Services Fees, and technology fees may be waived upon submission of sufficient justification to the Board when courses are held off campus.
- Application fee waivers for all UG degree students, even for those students admitted directly by the college, must be approved, in advance, by the University's Director of Admissions.
  - Waivers for other students (e.g., non-degree and graduate) may be submitted directly to the Board for approval.
- Such blanket waiver shall not take effect until a resolution has been approved by the Board of Trustees and appears in the CHANCELLOR’S REPORT setting forth:
  - The name of the sponsor
  - The number of students affected
  - The amount of the grant/contract
  - The tuition and fees to be waived
- In all cases, the total tuition and fees to be waived must be less than or equal to the amount of the grant/contract. If not, an adequate explanation/justification must be provided. Waivers granted by the college, which do not eventually appear in the Chancellor’s Report, are considered invalid and become the responsibility of the college.
- Where funds received under grants or contract programs are deposited with the Research Foundation (RF) and the costs are paid directly by the foundation, the Board may waive tuition and fees.
  - RF should provide the college with funds to cover overhead costs.
  - The headcount and FTEs are reported appropriately in the Enrollment Report.
- Where funds received under grants or contract programs are deposited with the Construction Fund (CUCF) to cover tuition, no waivers are required inasmuch as third parties (grantor or contractor) make payments.
  - Either the third party or the student may pay fees.
  - The headcount and FTEs are reported appropriately in the Enrollment Report.
Senior college base budgets include amounts that are to be used to offset tuition waivers for graduate students, who could not otherwise afford the University's tuition charges. These waivers should be administered in the following manner:

- Waivers should be granted only to degree students who meet the financial need criteria established in the CUNY Needs Analysis System. No waivers should be granted to non-degree students.
- Full-time degree students who are residents of New York State and apply for a tuition waiver on the basis of financial need are required to show evidence of application for a Tuition Assistance Program (TAP) award or provide an adequate explanation for not being eligible for such an award.
- Part-time graduate students may also be granted waivers if they meet the financial need criteria established in the CUNY Needs Analysis System, provided they are also taking a minimum of six (6) credits in the semester for which a waiver is granted.
- The total tuition assistance provided, including the tuition waiver may not exceed tuition and other fees.
- Tuition waivers granted to part-time students should not exceed 50 percent of tuition and other fees except in the case of unusual financial hardship.
- Residents of the City or the State of New York should be given tuition waiver priority.
- Out-of-State and foreign students are also eligible for awards up to the resident student tuition rate.
- The maintenance of matriculation fee paid by graduate students who are not registered for any course or research credit may not be waived.
- Doctoral candidates who have completed all requirements, except thesis, may audit graduate courses without paying tuition.
<table>
<thead>
<tr>
<th><strong>Tuition Waiver</strong></th>
<th><strong>Cooperating Teacher</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>See “Special Programs and Special Situations”</td>
<td></td>
</tr>
<tr>
<td>• Upon payment of the $40 application fee, cooperating teachers may be granted tuition waivers for up to 3 credits for any semester (including summer session)</td>
<td></td>
</tr>
<tr>
<td>o Limited to a total of a maximum of 18 credits</td>
<td></td>
</tr>
<tr>
<td>o Granted to residents and non-residents (up to the resident student tuition rate)</td>
<td></td>
</tr>
<tr>
<td>o Waivers are applicable to undergraduate and graduate courses</td>
<td></td>
</tr>
<tr>
<td>o Charges for excess contact hours may also be waived for courses in which tuition has been waived.</td>
<td></td>
</tr>
<tr>
<td>o $25 Cooperating Teacher Fee, a Consolidated Services Fee, and a technology fee are charged to each student per semester.</td>
<td></td>
</tr>
<tr>
<td>o Cooperating Teacher Waiver cannot be used for the Maintenance of Matriculation Fee.</td>
<td></td>
</tr>
<tr>
<td>o Cooperating teachers who take credits in excess of those waived are required to pay tuition at the applicable rates for the additional credit and the $25 Cooperating Teacher Fee.</td>
<td></td>
</tr>
<tr>
<td>• Cooperating teacher &quot;students&quot; are exempt from payment of the student activity fees. However, they must pay the Consolidated Services Fee and the technology fee, as well as any other-than-tuition charges (i.e., late registration, program change, etc.).</td>
<td></td>
</tr>
</tbody>
</table>
CUNY employees are eligible for tuition waivers for undergraduate and graduate courses at any college of The City University of New York on a space available basis.

Employees requesting tuition waivers for any CUNY college must submit a **CUNY Employee Tuition Fee Waiver Form**, signed by the employee's Director of Human Resources (or designee). Annually, the Bursar should receive a copy of the authorized signatories at each college from the University's Office of Faculty and Staff Relations.

An employee tuition waiver covers either the resident or non-resident tuition rate. There is a 3-6 credit cap on graduate courses (dependent on title) per semester. Any credits taken above cap will be assessed at the applicable resident or non-resident tuition rate.

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Service Requirements</th>
<th>Course Type &amp; Credit Limits</th>
<th>Summer Session</th>
<th>Winter Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Staff</td>
<td>UG -- 1 year GR -- None</td>
<td>UG – No Limit GR – 6 Credits</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Classified Managerial</td>
<td>UG -- 1 year GR -- None</td>
<td>UG – No Limit GR – 6 Credits</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Adjunct Teaching Titles</td>
<td>10 consecutive semesters</td>
<td>1 Course (UG or GR)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Gittleson Titles</td>
<td>6 months</td>
<td>UG – No Limit GR – 6 Credits</td>
<td>Yes</td>
<td>UG Only</td>
</tr>
<tr>
<td>Classified White Collar</td>
<td>1 year</td>
<td>UG – No Limit GR – 3 Credits</td>
<td>Yes</td>
<td>UG Only</td>
</tr>
<tr>
<td>Classified Blue Collar</td>
<td>1 year</td>
<td>UG – No Limit GR – 3 Credits</td>
<td>Yes</td>
<td>UG Only</td>
</tr>
<tr>
<td>Skilled Trades</td>
<td>1 year</td>
<td>UG – No Limit UG Only</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
## Tuition Waiver

<table>
<thead>
<tr>
<th>Tuition Waiver</th>
<th>Police Officers</th>
</tr>
</thead>
</table>
| Members of the New York City Police Department who are enrolled in CUNY programs that lead to a baccalaureate or higher degree at a senior college are statutorily entitled to a one-time, one course tuition waiver (with no limit to the number of credits) pursuant to NYS Education Law § 6206 (7)(c). | - The one-time course tuition waiver and does not extend beyond the semester in which the waiver is granted, and the course must be related to the officer’s employment with the Department.  
- To apply for the waiver, the Police Officer must present his/her NYC Police Department shield (badge) and department issued photo ID.  
- The Police Officer must complete a certification form stating that he/she serves in the rank of Police Officer and that he/she has never received this type of tuition waiver at any other CUNY College.  
- The waiver may apply to any semester, intersession or summer term*.  
- There is a specific code for this waiver. These are unfunded waivers as determined by the University Budget Office.  
  *Note: NYS Education Law § 6206 (7)(c) expires annually and must be renewed by the State Legislature. Before granting the Police Officer Tuition Waiver, confirm that the statute has been renewed for the year in which the Waiver is sought. |

## Tuition Waiver

<table>
<thead>
<tr>
<th>Tuition Waiver</th>
<th>Inmates of Correctional Institutions</th>
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<tbody>
<tr>
<td>The City University of New York has agreed to waive the required tuition and fees (including the student activity fee, the consolidated fee, and the technology fee) for residents of the City of New York who are inmates of correctional institutions and enroll in courses offered by The City University of New York.</td>
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C. Fee In Lieu of Tuition

<table>
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<th>Fee in Lieu of Tuition</th>
<th>Senior Citizens</th>
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<tbody>
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<td>See Senior Citizen section in “Specific Programs &amp; Special Situations”</td>
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The **Senior Citizen Tuition Waiver** is not actually a tuition waiver, but a fee in lieu of tuition. The City University of New York allows Senior Citizens to pay reduced fees when taking CUNY courses. The Senior Fee in Lieu of Tuition may differ as applied at Community Colleges and Senior Colleges. In order to qualify for a Senior Fee in Lieu of Tuition, a student must:

- Satisfy New York City/State residency requirements.
- Be 60 years of age or older as of the first day of classes.

Colleges must keep in mind the following with regard to these waivers:

- Senior citizen enrollment may not be used to calculate minimum enrollment.
- Senior citizens may enroll in undergraduate courses on a space available basis.
- Senior citizens are charged a $65 administrative fee per session or semester.
- Senior citizens must pay a **consolidated services fee** and a technology fee.
- Senior citizens are not charged a student activity fee or application fee.
- Senior citizens are liable for any compensatory fees they may incur.
VII. PERMITTING POLICIES

Undergraduate and graduate matriculants registered in one College of the University may take courses in another College of the University, if credits taken are included in degree requirements.

A. Definitions
Home College is the college at which the student is enrolled.
Host College is the college at which the student takes a course(s) and receives instruction.

B. General Permitting Process and Rules
The following process and rules apply for permits, with the exception of study abroad and study at the Law School, as outlined below:

- All tuition and student activity fees are payable to the Home College.
- Payment to the Home College will be made in accordance with the due date indicated on bill or payment schedule established by the Home College.
- Tuition and fee payments to the Host College are not required.
- The FTEs are counted by the Host College.

C. Permitting for Study Abroad Programs
- When a student from a Home Colleges registers at a Host College in order to participate in a study abroad program sponsored by the Host College, tuition and student activity fees remain payable to the Home College.
- These funds shall be forwarded to the Host College in the event that the Host College, in turn, passes these funds on to the overseas institution or other co-sponsor of the student’s Study Abroad Program. Students should use a CUNY Permit Form in order to obtain the necessary advance academic and financial approvals.
- Further information regarding Study Abroad Programs can be found in the “Specific Programs and Special Situations” of the Tuition and Fee Manual.
- The winter intersession must be handled differently. Winter intersession is not part of the fall or spring semester, so a student must pay for all credits during a study abroad intersession to the Host College. The Host College will then transmit the tuition to the overseas institution.
- The Home College is not involved in the tuition payment process for intersession.
- If the Home College and the Host College are the same institution, the student must pay separate tuition for the winter intersession and the spring semester.
- Students should consult with their financial aid counselors to determine if any additional aid is warranted.
D. Permitting for CUNY Law School

- The Law School will identify specific courses that may be taken on a permit basis.
- The Law School Registrar will maintain a list of such permitted courses.
- Only graduate students are permitted to take Law School courses.
- Students will be treated in the following manner for tuition purposes.
  - Doctoral students who are full-time will pay no additional tuition at the Law School.
  - Part-time doctoral students will be assessed the Law School’s per credit rate for the additional credits.
  - Masters students who are full-time will be assessed the Law School’s per credit tuition rate for any credits above 12 credits.
  - Part-time Masters students be assessed the Law School’s per credit rate for Law School credits.
- Any permit tuition will be collected by the Law School and deposited in the CUCF.
- Permit students will not be assessed the Law School’s material fee.

E. Permitting for School of Professional Studies (SPS)

SPS will invoice each college for permit tuition revenue for the tuition revenue generated by permit enrollments. The University Budget Office will coordinate the transfer of permit tuition revenue from the Home College to SPS. Invoices will be sent to and approved by the College.

F. Payment Processing

- If permitting at a Host College results in higher tuition than paid at the Home College, the student will pay the additional tuition to the Home College.
- Undergraduate students may not pay more than the maximum undergraduate tuition.
- Undergraduate and graduate students attending colleges outside of the City University should not pay tuition or fees to the Home College during the period of nonattendance. A readmission fee should be charged after one or more semesters (exclusive of summer session) absence.
- Student should use a Non-CUNY Permit so that the necessary academic and financial approvals are obtained in advance.
G. Students Enrolled at LaGuardia Community College, Kingsborough Community College, and The New College at CUNY

Any students enrolled at LaGuardia Community College, Kingsborough Community College, and The New Community College at CUNY, which have a non-traditional semester structure (Fall 1, Fall 2 and Spring 1, Spring 2), will also pay their tuition at the home college.

- No permitting will be allowed during Fall 2 and Spring 2 semesters.
- Students may register at the “host” college as non-degree students and pay the “host” colleges tuition and fees.
- Permit courses taken during the Fall 1 and Spring 1 semesters will, however, count toward full-time status and be billed accordingly, i.e., until 12 credits (full-time) is attained, all credits will be billed at the part-time credit rate.
- Once an “in-city resident” rate student has reached 12 credits in the Fall 1 or Spring 1 semesters, there is no charge for additional credits that semester.

H. Registration at Non-CUNY Colleges

- Students must complete a Non-CUNY Permit Form to register at a non-CUNY institution. The form assures the student that the courses to be taken at the non-CUNY institution will be accepted for credit at a CUNY College. The student’s financial aid will be determined based upon the total of CUNY and non-CUNY institution credits. It is the student’s responsibility to have his/her credits transferred to a CUNY College.
VIII. STUDY ABROAD PROGRAM POLICIES

A. Introduction
CUNY continues its commitment to provide CUNY students with international learning opportunities in all fields of study and to make available financial, administrative, and academic support to bring international students into its academic programs. The University Offices of Accounting, Budget, and Internal Audit have carefully reviewed the financial implications of these programs as they relate to the collection and accountability of tuition and fee revenues and the expenditure of funds.

Appropriate charges and the processing of these charges may differ depending on whether the program is offered by an overseas institution pursuant to an agreement with a CUNY college or is offered as a CUNY course taught overseas by a CUNY faculty member.

While there are a wide variety of programs, each falls under one of three types of overseas programs that exist at CUNY – International Exchange; Study Abroad; and Faculty-Led Study Abroad. The term “Host College” refers to the CUNY College that sponsors and administers the overseas program. The term “Home College” refers to the CUNY College where the student has entered a degree program, if other than the Host College.

NOTE: Each Host College is required to follow the CUNY International Travel Guidelines (the “Guidelines”) in planning for international study abroad programs. The Guidelines are available at www.cuny.edu/travel. All CUNY students on study abroad programs are required to complete relevant forms and enroll in the CUNY travel insurance program before traveling abroad.

B. International Exchange Programs
This type of program operates under an agreement between a CUNY institution and an overseas institution to exchange students on a 1:1 basis for a semester or an academic year.

A student from a CUNY college other than the sponsoring CUNY College who participates in an exchange program should register and pay tuition at the Home College. Depending upon the program, the student may be asked either to register for the program utilizing a CUNY permit or to register for blanket credit at the Home College. Exchange students from overseas do not pay tuition to CUNY, but rather to their home overseas institution.

The program administrator should review the exchange every year in order to determine that both institutions are adhering to the 1:1 basis.
C. Study Abroad Programs
These programs operate under an agreement between a CUNY college and an overseas institution providing instruction to CUNY students at a site outside the United States. Students pay “program costs” which include the cost of the overseas instruction (as determined by the overseas institution and remitted to that institution by the CUNY Host College) and administrative processing fees (which are retained by the CUNY Host College). No tuition monies are retained by the CUNY College. These costs may exceed the amount of CUNY tuition. Any additional costs are the responsibility of the student. There are two distinct processes which students must follow depending upon the circumstances of the study abroad program:

Enrollment of Students in Programs Sponsored through their Home College
In this instance, the student (with the assistance from the study abroad coordinator or director) is required to obtain permission from the relevant officials at the home college such as the registrar, the bursar, financial aid counselor and academic advisor before being able to participate in a study abroad program. The student begins this process by completing and submitting the forms required by the Study Abroad or International Studies Office. Once permission has been secured, the student must pay the necessary tuition costs to the home college bursar, before traveling abroad.

Enrollment of Students from other CUNY Colleges in Programs Offered through a CUNY Sponsoring Host College
In this situation, a student must obtain permission from the relevant officials at the Home College before being able to participate in a study abroad program sponsored by another CUNY college. The student then utilizes the “e-Permit” process to receive permission from the Host College to register at his/her Home college for the courses/credits he/she will be taking overseas. After applying to and being accepted by the Host College’s program, the student will pay the CUNY tuition and fees to the Home College, before traveling abroad. The Home College’s bursar will send to the Host College a check in the amount of the tuition payment issued from its local tuition and fee account. The Host College will then transfer the funds to the overseas institution to cover the program costs. The study abroad staff at the Host College must require the student to enroll in CUNY’s international insurance program, and complete and submit to them all relevant forms. The student will then pay any additional program costs to the overseas institution or the Host College Study Abroad office for transfer to the overseas institution as indicated by the specific program. All tuition costs should be remitted prior to traveling.
**CUNY Faculty-Led Study Abroad Programs**

In this program, a CUNY faculty member teaches CUNY courses to CUNY students at an overseas institution or site. The CUNY student from a CUNY college other than the Host College registers at the Home College for the course credit via the CUNY “e-Permit process” and pays CUNY tuition to the Home College. The student pays any additional program costs to the Host College.

The Home College’s bursar will transfer to the Host College funds equal to the amount of the tuition payment collected from its students for the faculty-led program and issued from its local tuition and fee account. Tuition funds may be used for faculty salary for the costs of instruction for the program.

Faculty leading programs may be reimbursed for expenses in addition to the salary referenced above, depending upon the institution, program and duration.

**D. General Program Management**

Study abroad programs must be managed by an on-campus CUNY faculty or staff member who is designated as the Program Director. The Program Director is responsible for both the administrative and academic aspects of an international program. Among some of the responsibilities of the Program Director are:

**Agreements**

For all types of programs described above, agreements between the overseas institution and the CUNY College must be developed and submitted to the CUNY Office of International Programs within the University’s Office of Academic Affairs. In conjunction with the University’s Office of the General Counsel, all agreements will be reviewed and must be approved as to form prior to sending a proposed agreement to the overseas institution. These agreements should state the period of study abroad covered, the services to be provided, the number of students to be served, the tuition and other program costs and the institution to which all funds are to be paid. Agreements should cover a period not to exceed three years; however, options should exist to include up to two renewals for periods of two years each. Therefore, at a minimum, agreements should be reviewed every seven years (if all options are exercised). Model form agreements are available at [www.cuny.edu/studyabroad](http://www.cuny.edu/studyabroad).

Please note that in all CUNY study abroad program agreements, the terms “home” and “host” are used differently than in this Manual. In the international agreements, the term “home” college refers to the CUNY college sponsoring the program and responsible for its administration; the term “host” refers to the overseas institution the student attends while abroad. In a Student Exchange Program, a CUNY college may also be a “host” institution to the foreign exchange students studying there; and the foreign institution would be the student’s “home” school.
Resolutions
Once the University Offices of International Programs/Academic Affairs and the General Counsel have approved an agreement, the college planning to enter into a relationship with an overseas institution must submit a Board resolution for the Chancellor’s Report describing the agreement with the overseas Institution, except for faculty-led programs. Any significant or material changes in the agreement or the program itself will require a new Board resolution. A fee increase of less than 10 percent shall not be regarded as significant for purposes of the required revision. In cases involving CUNY-wide programs (e.g., CUNY China, CUNY Paris Exchange, CUNY Program for Study in Israel), resolutions and agreements must be filed by the CUNY College that sponsors the program.

Consortia
Some study abroad programs are sponsored through a consortium (e.g., the College Consortium for International Studies – CCIS), which helps to facilitate the operation of these programs. Consequently, a consortium fee is charged to the student by the organization. This fee is not a CUNY or college-imposed fee. The fee is paid either directly to the consortium by the student, or, in some instances, the CUNY host college may collect the fee and transmit it to the consortium on behalf of the student. The CUNY host college is responsible for paying any annual membership fees in order for its students to participate in the overseas programs of the consortium.

Financial Aid
Students should inquire about financial assistance at their home college’s financial aid offices. As a general rule, students enrolled in any of the above-described international programs including consortium agreements with non-CUNY led faculty are eligible to apply for Federal aid programs such as Pell, FFEL loans, etc. Students are not eligible for the State’s Tuition Assistance Program (TAP) if any tuition payments are made to the foreign institution either directly by the student or by CUNY. Thus, only students enrolled in International Exchange Programs and CUNY Faculty-Led Study Abroad Programs may be eligible for TAP, provided the total tuition charge does not exceed the CUNY tuition payable to the CUNY institution. Additional fees and expenses that are part of the cost of education overseas cannot be added to the tuition cost in determining the student’s TAP award; nor, are these costs considered “fees,” if they really are tuition. All TAP and Federal aid requirements must be met and documented by the student’s CUNY home college.

Other-than-Tuition Fees Charged for Overseas Programs
Any fee charged to students must be submitted to the Board of Trustees for approval through the Vice Chancellor for Budget and Finance. This request should specifically indicate the nature of the charge, number of students, an estimated amount of fees to be generated and the purpose of the fees.
Application/Administrative Processing Fees

These fees must be included in the agreement between the CUNY College and the foreign institution. If assessed, this Application/Administrative Processing Fee is used to cover CUNY operational costs and is retained by the Host College.

Material Fees

Material fees, which must be approved by the Board of Trustees every two years or whenever the fee changes, may be charged for courses provided that the student will own the end product of his/her work when using such materials (see Material Fee section of this Manual for definition). Material fees for overseas study have been interpreted to include overseas expenses such as travel, room and board, excursions to historical sites, admission fees to museums, food, etc., as long as the student directly benefits.

Waiverable Fees

Student Activity Fee, Consolidated Fee and Technology Fee

These fees will be waived for any CUNY student enrolled in a study abroad program once the appropriate Board resolution has been approved indicating the waiver of these fees.

Study Abroad during Winter Intersession

The procedures for handling Study Abroad students during winter intersession are indicated in the permit section.
### E. Study Abroad In Brief

<table>
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<th>Faculty Led Programs</th>
<th>Study Abroad Programs</th>
<th>Student Exchange Programs</th>
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<tr>
<td>Faculty</td>
<td>CUNY faculty at International Institution</td>
<td>International faculty at International Institution</td>
<td>International Faculty at International Institution</td>
</tr>
<tr>
<td>Tuition</td>
<td>Charged by Home College</td>
<td>Charged by Home College</td>
<td>Charged by Home College</td>
</tr>
<tr>
<td><strong>Tuition Note</strong></td>
<td>Host College bills Home College</td>
<td>Student pays tuition differential (if any) to Host College for transmittal to International Institution</td>
<td>Student pays Home College and studies at overseas host institution without further tuition charge</td>
</tr>
<tr>
<td>Program Fees</td>
<td>Billed and Paid at Host College</td>
<td>Paid by student directly to Host College for transmittal to International Institution</td>
<td>Paid by student directly to International Institution</td>
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<tr>
<td>Consolidated Fees</td>
<td>Generally Waived</td>
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<tr>
<td>Student Activity Fees</td>
<td>Generally Waived</td>
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<tr>
<td>Technology Fees</td>
<td>Generally Waived</td>
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</table>
A. CUNY START PROGRAM

CUNY Start provides intensive preparation in academic reading/writing, math, and "college success." The program enrolls prospective CUNY students who have been accepted to college because they have a high school or GED diploma, but are not ready for college-level work based on their scores on the CUNY Assessment Tests.

Students who have enrolled in CUNY Start are required to re-take the CUNY Assessment Tests. Former students have shown significant skill gains when they re-take the CUNY Assessment Tests many bypass the required remedial coursework.

Program Options

Full-time
- 25 hours per week
- Mondays through Fridays, 9am – 3pm
- Academic Reading/Writing and Pre-College Math
- Locations: Borough of Manhattan Community College, Bronx Community College, College of Staten Island, Hostos Community College, Kingsborough Community College, LaGuardia Community College, Queensborough Community College

Part-time
- 12 hours per week
- Afternoons and evenings
- Academic Reading/Writing or Pre-College Math
- Locations: Borough of Manhattan Community College, Hostos Community College, LaGuardia Community College
B. CUNY PIPELINE

The CUNY Pipeline Program is designed to provide educational and financial support to underrepresented CUNY undergraduates interested in pursuing a Ph.D. in preparation for college-level teaching and advanced research in any discipline except law and medicine. The CUNY Pipeline Program seeks to recruit students from groups currently underrepresented in our nation’s Universities.

Along with a stipend of $3,250, the CUNY Pipeline Program provides orientation to the academic profession through a summer research institute at The Graduate Center and research projects conducted with doctoral faculty.

In the summer the CUNY Pipeline Program fellows take a 4-credit research seminar to orient them to academia, participate in workshops on applying to graduate school, and attend workshops in preparation for the Graduate Record Examination (GRE). Fellows report on their research project at the annual CUNY Pipeline Conference held at The Graduate Center and submit a written senior thesis at the end of the academic year.
D. COOPERATING TEACHER PROGRAM

The Regents' Statewide Plan for Post-Secondary Education requires that teacher education programs emphasize field-based training. A Cooperating Teacher program has been designed for CUNY to participate in reaching this goal. The following outlines the tuition and fee implications of this program:

- An Application Fee will be charged upon original application. This fee will be waived for up to three semesters of non-attendance (including one summer session) if the cooperating teacher reregisters within 13 months of the last registration.

- The teacher must present a valid Tuition-Waiver Certificate. The certificate is valid for enrollment within one year from date of issue. Thus, a cooperating teacher has the Fall and Spring semesters, as well as the summer session to utilize the waiver.

- Upon payment of the Application Fee, cooperating teachers may be granted tuition waivers for up to 6 credits for any semester (including summer session), up to a total of 18 credits. Charges for excess contact hours may also be waived for courses in which tuition has been waived. Tuition waivers may be granted to residents and non-residents and are applicable to undergraduate and graduate courses.

- A Cooperating Teacher Fee and a Consolidated Services Fee are charged to each cooperating teacher “student” per semester of enrollment. The Cooperating Teacher Waiver is not the same as the Maintenance of Matriculation Fee.

- Cooperating teacher “students” who take credits in excess of those waived are required to pay tuition at the applicable residency rate for the additional credits, in addition to the Cooperating Teacher Fee.

- Cooperating teacher "students" are exempt from payment of student activity fees; however, they must pay the Consolidated Services Fee, and any other-than-tuition charges (i.e., late registration, program change, etc.)
E. MACAULAY HONORS COLLEGE

- Established in 2001, the Macaulay Honors College is a University-wide honors program for outstanding students, called University Scholars, who are entering college for the first time. University Scholars enroll at one of the seven participating CUNY senior colleges and have access to the variety of educational opportunities offered throughout the CUNY system. The educational direction and administrative and fiscal oversight of the program are the responsibility of the Macaulay Honors College University Dean.

- At each participating college an Honors Program Director is responsible for managing and coordinating honors-related activities on campus. Honors College advisors provide advice and mentor University Scholars on all issues relating to academic work and student life. In addition, Instructional Technology Fellows on each campus assist students in the use of their laptop and computer technology to support and enhance their academic work.

- All University Scholars take a sequence of four interdisciplinary seminars, each having a focus on New York City, as well as a minimum of four other honors courses. Macaulay Honors College students are expected to complete 15 credits per semester and achieve an overall 3.3 GPA by the end of their freshman year and a 3.5 GPA by the end of their sophomore year, which must be maintained until graduation. They also participate in either a study abroad or internship experience as well as complete a minimum of 30 hours of community service.

- A cornerstone of the program is the ability of University Scholars to register for coursework at any of the CUNY colleges, including the graduate and professional schools. This is accomplished through the CUNY permit process with the understanding that University Scholars are afforded priority registration whether it is the home or host college. In addition, each University Scholar receives a Cultural Passport that provides free or discounted access to more than 80 New York City cultural institutions.

- University Scholars receive access to study grants (currently, up to $7,500 and supported by private donations) from their sophomore through senior years for academically enriching experiences, such as study abroad or living expenses during unpaid internships or research projects. After the application process is successfully completed, study grants are processed through the operation of the Office of the University Controller.

- Effective in fall 2013, out-of-state students accepted and subsequently enrolled at Macaulay will not be eligible for the Tuition Scholarship. Out-of-state students will be responsible for the total cost of their tuition. Currently enrolled out-of-state students will continue receiving the full Tuition Scholarship for the duration of their attendance.

- University Scholarships awarded to all Macaulay Honors College students cover a full four-year tuition scholarship. Tuition is funded first from eligible TAP awards, followed by any tuition-only scholarships, and lastly through funded waivers by the University Budget Office.
As a pre-requisite to obtaining the University Scholarship (Tuition and Opportunities Fund), all Macaulay Honors College students must complete the Free Application for Federal Student Aid (FASFA) and all New York State residents must complete the Tuition Assistance Program (TAP) application.

The University Budget Office reimburses all Macaulay Honors College waivers at the resident rate of tuition.

Home colleges of University Scholars may supplement the Honors College scholarships through campus-based awards.

University Scholars register at their respective home colleges and are billed through the CUNY administrative finance system. Waivers are recorded only for the tuition portion of the bill, but not the fees. Macaulay Honors College students are responsible for payment of all fees related to their enrollment at CUNY.

Any questions about the program or the treatment of University Scholars should be directed to the University and campus Macaulay Honors College officials.

Students who study abroad can request tuition reimbursement for the Study Abroad course(s).

Beginning with Spring 2008, Macaulay students will have the opportunity to apply for extended tuition funding. Extended funding opportunities allow students to extend their study for an additional academic year, beyond the four year tuition scholarship generally granted. Macaulay will provide support for up to ten (10) students per academic year for a total of nine or ten semesters of extended funding. Extended funding applications from sophomores and juniors (only in exceptional cases from seniors) in good standing will be considered at the end of each fall semester. A committee will consider all applications and make final determinations according to the criteria based upon a firm academic rationale.

Macaulay Honors College students are liable for all incurred tuition charges due to late program changes or dropping/withdrawing from a course.

For additional information, please review the “Tuition and Fee Waivers”.
F. MATH FOR AMERICA

MfA is a 501(c)(3) private, not-for-profit organization, established in New York State, for the purpose of improving mathematics education in U.S. public secondary schools by recruiting, training, and retaining outstanding mathematics teachers. The City University of New York (CUNY) agreed to support, and MfA to fund, a fellowship designed to implement the program objectives of MfA. CUNY and MfA signed an agreement establishing the MfA Fellowship at CUNY. The Fellowship is a five-year program wherein recent college graduates and mid-career professionals spend an initial year obtaining their Master’s degree and then become teachers of record, making a four-year commitment to teach mathematics in NYC-area public secondary schools.

CUNY will provide, under the scope of the collaboratively designed curriculum, instruction to the fellows. MfA provides the fellows as follows:

The Fellowship includes the following features:
Year 1:
- Prepare to become a secondary school math teacher
- Full-tuition scholarship to master's level teacher preparation program at City College (the initial pilot college for this program), to be designed by CUNY and MfA and paid for by MfA to CUNY Central;
- health benefits, paid by MfA
- student teaching experience with an MfA Master Teacher when possible; and
- $30,000 MfA stipend paid to Fellows directly by MfA

Years 2 - 5:
- Teach in a New York City area public or charter school position as secondary school math teacher in New York City public school
- New York City teacher's salary + MfA NY stipends totaling $70,000 over four years
- mentoring, coaching, and support services through MfA
- professional development and MfA NY Corps activities.

The first cohort of Fellows will be admitted to a three semester program for their Master’s degree training to begin Summer 2012 and completed by Spring 2013. The second cohort of Fellows will be admitted for their Master’s degree training to a three semester program to begin Summer 2013 and completed Spring 2014. Cohorts will be recruited each of the two years by MfA and CUNY and placed at a CUNY collaborating college for their Master’s degree training. The first cohort will number approximately twenty-five Fellows and will be placed at the City College of New York as the Collaborating College. MfA and CUNY may expand the program and recruit a greater number of Fellows in the subsequent year and may add Hunter College as another collaborating college.
Fellows’ Tuition:
MfA will pay tuition and all accompanying fees for all Fellows. MfA will pay CUNY’s in-state tuition rate for up to fifteen out-of-state Fellows in each annual cohort, and MfA will pay the out-of-state tuition rate for each out-of-state Fellow in excess of fifteen (15) in each annual cohort.

CUNY will permit MfA to pay CUNY’s in-state tuition rate for up to fifteen out-of-state Fellows in each annual cohort, subject to approval by CUNY’s Board of Trustees. Other than modifying the tuition charge from out-of-state tuition rates to in-state tuition rates for up to fifteen (15) out-of-state Fellows in an annual cohort, there are no other direct costs to CUNY in connection with this Program.

CUNY will not be held responsible for tuition and fees for Fellows who take longer to complete coursework than the designated length of the graduate program (three semesters of full-time study). MfA will pay tuition costs three times a year, after each semester has begun and final charges have been calculated for each semester (summer, fall, spring). Approximate payment dates will be, respectively, August 1st, October 1st, and March 1st.
G. CUNY DOMINICAN REPUBLIC PROGRAM

The City University of New York (CUNY) and the government of the Dominican Republic (DR) agreed to enter into a program of educational and cultural exchange for students of CUNY and the DR. The Program includes annual admission, registration, and attendance at any of CUNY’s constituent undergraduate colleges for up to fifty (50) (new) students each year from high schools and colleges within the DR. Under the terms of the agreement the DR will recruit and select the students who will be recommended to CUNY for admission consideration. In turn, students admitted to CUNY may be considered for sponsorships funded by the DR for admission to institutions in the DR. Dominican students in the program may be admitted to a CUNY college as freshmen or as undergraduate transfer students.

The DR may fund up to three hundred (300) program students at any given time. The DR will provide the following for each selected student, each semester they are enrolled at a CUNY college through completion of their selected program:

- tuition and fees
- funds for the books
- required health insurance coverage
- a percentage of the students’ living expenses

The selection of students for the Program will be administered by the DR and conducted through a national academic merit competition. The requirements for sponsorship include:

- possession of a high school diploma issued by the Secretariat of State for Education of the Dominican Republic
- a high level of proficiency in English as demonstrated by the TOEFL score
- an average academic index of at least “B” or 80 in high school (and at the university level for transfer applicants already pursuing college-level studies in a Dominican Republic institution of higher education.)
- Each semester, the Treasury and Cash Management office of the Office of the University Controller forwards a list of participating Dominican Republic Program students to the Office of the University’s Vice Chancellor for Student Affairs. Such list is then forwarded to each college with Program participants.
- The colleges are requested to complete a form with detailed tuition and fee data per student and return it to the Office of the University Controller. A consolidated schedule/invoice is prepared for submission to the DR from the Office of the Vice Chancellor of Student Affairs.
H. SENIOR CITIZEN ATTENDANCE AT CUNY

Senior citizens (members of the community 60 years of age or older) can take courses at CUNY in a variety of ways.

- Senior citizens may enroll in CUNY institutions and enter degree programs identically to any other student and may be eligible for financial aid. All fees apply to these degree seeking students.

- The Board of Trustees of The City University of New York authorizes colleges to permit residents of New York State sixty years of age and older to enroll in undergraduate courses, on an audit basis without tuition charge and without credit, on a space-available basis. Individuals who enroll shall be charged an administrative fee, the student consolidated services fee, as well as any other fees they may incur. They shall not be charged student activity fees or application fees. Check the fee tables to determine the current fees.

- Specific community colleges may have specific programs designed for senior citizens, one is named My Turn. See individual college websites or bulletins for specifics.
  
  - Acceptable types of proof of age qualification (a copy of which the college must retain) are:
    - Birth certificate
    - Driver’s license
    - Medicare/Medicaid card

- Specific to Community College Senior Citizen Waiver
  - Waiver calculated utilizing lowest undergraduate resident degree tuition rate
  - Waivers are treated as offset to revenue on financial statements
  - Total tuition revenue is net of waivers
  - College counts course credits for FTE reporting
  - Acceptable types of proof of age qualification

- Specific to Senior College Senior Citizen Audit Program
  - May enroll in undergraduate courses on an audit basis without tuition charge and without academic credit
  - College does not count course credits for FTE reporting and does not report waiver amounts as reimbursable waivers
  - The grade of AUD will be assigned
  - No revenue is recorded for purposes of financial statements
  - Senior citizens may enroll as undergraduate degree degree-credit student, BUT
    - Senior citizens may not be categorized as an “audit” student and a degree student during the same semester or session
  - Senior citizens are not permitted to register tuition free for any graduate level course and utilize a tuition fee waiver.