

Welcome to Spring 2019

During the year, our general hours when students can transact business or visit with questions is 9:00 a.m.-1:00 p.m. and 2:00 p.m.-5:00 p.m.

We ask that students submit any financial aid paperwork or pay the balance of their tuition by **Thursday, January 17th 2019** to avoid class cancellation and/or late payment fees.

Students are advised to review their bill by logging on to CUNYfirst <https://home.cunyfirst.cuny.edu>

After reviewing student information:

- Payment is required for the difference between any anticipated aid appearing on your CUNYfirst account and the tuition and fee balance.
- If the anticipated aid appearing on CUNYfirst covers the entire bill, no payment is due.

Part-Time Program

Tuition/Fees for Spring 2019

NYS Resident Tuition (9-11 credits): \$5,323.95

Non Resident Tuition (9-11 credits): \$8,733.95

Full-Time Program

Tuition/Fees for Spring 2019

NYS Resident Tuition (12-16 credits): \$7,781.45

Non Resident Tuition (12-16 credits): \$12,731.45

A program adjustment fee of \$18.00 is due for any schedule changes on or after the first official day of classes.

Tuition Refund Schedule

- Drop courses before the first official day of classes - 100%
- Drop courses within one week after classes commence - 75%
- Drop courses within two weeks after classes commence - 50%
- Drop courses within three weeks after classes commence - 25%
- Drop courses beyond 21 calendar days - No refund of tuition

Student fees (such as technology fee) are non-refundable on or after the first official day of classes January 22th, 2019.

Payment Options

<https://home.cunyfirst.cuny.edu>

E-check: This service is free.

By Mail: check or money order must be received by the due date:

CUNY School of Law
2 Court Square
Long Island City, NY 11101
Attn: Bursar 4-109N

Payment Plan: Extend your tuition payments into monthly interest-free installments. For more information or to enroll, log into CUNYfirst Self-Service -> Student Center. Go to Finances and select Enroll/Manage Your Payment Plan.

In Person: Payment can be made with cash, check, or money order in room 4-109 during office hours.

Drop Box: Check or money orders **only** can be dropped off at the drop box located in room 4-109.

If you decide not to attend the Spring semester, courses **MUST** be dropped by Monday, January 21, 2019 to avoid any liability charge.

For further assistance, please contact:

OFFICE OF THE BURSAR

Office Hours:

Monday – Friday:

9:00am - 5:00pm

Closed daily from 1pm – 2pm

Suite 4-109N

Tel: 718-340-4364

E-mail: irma.chabla@law.cuny.edu