



# TUITION/FEES PAYMENT SCHEDULE

## SUMMER TERM 2014



There are **three options** for payment of tuition/fees:

- **IN PERSON** In Person payment begins Tuesday, April 1 at the Cashier's Office, Allman Center, second floor; at the Northwest Forsyth Center, Transportation Center, Stokes Center, Swisher Center, or Woodruff Center. Main Campus hours are Monday – Thursday from 8:30 a.m. – 7 p.m. and Friday from 8:30 a.m. – 2 p.m. Hours may vary on payment deadline dates. Cash, check (no out-of-state, starter, credit card debit checks, or counter checks), VISA or MasterCard credit/debit cards may be used for payment. Center hours and payment options may vary. Students must present valid photo identification (driver's license, in extenuating circumstances other photo identification may be substituted at the cashier's discretion) when paying by check. Schedule changes must be finalized before settling account balances.
- **PAYMENT DROP BOX** A Payment Drop Box is located at the Cashier's Office and is available April 1 – April 17 at 5 p.m. Check, VISA, or MasterCard credit/debit cards will be accepted. Cash and certain checks (out-of-state, credit card debit checks, or counter checks) will not be accepted.
- **ONLINE PAYMENT** Online **Full** Payment (no installments) through Nelnet will be available beginning April 14 at 8 a.m. See website at [www.forsythtech.edu](http://www.forsythtech.edu) or Cashier's site on TechLink for available times and dates in correlation to payment deadlines.

**Failure to pay tuition/fees or transfer charges to third party sponsors by the dates below will result in students being dropped from ALL CLASSES:**

<b>Monday, April 21 by 12 noon</b>	If you register or add classes before this date
<b>Thursday, May 15 by 7 p.m.</b>	If you register or add classes between April 22 and May 15
<b>Monday, May 19 by 7 p.m.</b>	If you register or add classes on May 16 or 19

**SPONSORED OR CHARGE STUDENTS** (JTPA, DVR, NWPIED, ESC, ESR, etc.) must go to the Main Campus Cashier's Office during the above dates and times and request a transfer of tuition/fees to sponsors. An authorization must be in hand or on file. Authorizations stating that a sponsor will pay for books and/or supplies must charge those purchases at the Bookstore after presenting authorization to the Main Campus Cashier's Office. Authorizations stating "less Pell" or other financial aid awards cannot transfer charges to sponsors until after tuition/fees are processed with the financial aid awarded.

**FINANCIAL AID** students that have registered and been notified of an award will have those funds applied automatically. Students may use remaining aid funds to purchase books May 12 - May 23.

**TUITION REFUNDS** are available when students drop by the refund deadlines. The 100% refund deadline is Thursday, May 15 by 7 p.m. The 75% refund deadline for a full-term class is Thursday, May 22 by 7 p.m.

Please refer to the Student Handbook for drop or refund dates for 5 week courses.

**See reverse side for important dates.**

# IMPORTANT DATES

## SUMMER TERM 2014

Monday, April 21 by 12 noon      Tuition/fees must be paid or all classes will be dropped.

Monday, May 12 – Friday, May 23      Dates for financial aid recipients/sponsored students to charge books and supplies in the Bookstore.

Thursday, May 15, 8 a.m.- 6:30 p.m.      Late Registration  
Payment due by 7 p.m. or classes will be dropped.  
Last Day for 100% Tuition Refund

**Note: Once classes begin, if you are going to drop a class and add another during drop/add, you must do both at the same time (not just the same day) to avoid having a prorated charge on the dropped class.**

Friday, May 16      **FIRST DAY OF SUMMER TERM CLASSES**

Friday, May 16 8 a.m. – noon      Drop/Add  
Monday, May 19 8 a.m. – 6:30 p.m.

Monday, May 19 by 7.p.m.      Payment due by 7 p.m. for any course adds

Thursday, May 22 by 7 p.m.      Last Day for 75% Tuition Refund for Full-Term Classes

Monday, May 26      Memorial Day Holiday—College Closed

Friday, June 6      Last Day to Submit Intent to Graduate Form for July Graduates

Monday, June 23      Last Day to Drop a Full-Term Course Without Academic Penalty

Friday, July 4      Independence Day Holiday—College Closed

Saturday, July 5      No Saturday Classes

Monday, July 28      **LAST DAY OF SUMMER TERM CLASSES**