



TUITION/FEES PAYMENT SCHEDULE

SUMMER TERM 2016



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

- **IN PERSON** In Person payment begins Thursday, March 31st 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.
- **ONLINE FULL PAYMENT** available at www.forsythtech.edu starting April 11 click on the blue payment button on the right side of the website (brochures also available at the Cashier's window and Campus Information Desk). You may also access this option through the cashier's site on Techlink.

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:

Tuesday, May 10 by 7 p.m.
Tuesday, May 17 by 7 p.m.

If you register or add classes on or before May 10
If you register or add classes on May 16 or 17

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 and your schedule must be presented in order to process. 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.

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 11 – May 20.

TUITION REFUNDS are available when students drop by the refund deadlines. The 100% refund deadline is Friday, May 13 by 3 p.m. The 75% refund deadline for a full-term class is Friday, May 20 by 3 p.m. The 75% refund deadline for the first 5-week classes is Wednesday, May 18 by 7 p.m.

Please refer to the Student Handbook for drop or refund dates not listed on this sheet.

See reverse side for important dates.

IMPORTANT DATES

SUMMER TERM 2016

Wednesday, May 11 – Friday, May 20 **Dates for financial aid recipients/sponsored students to charge books and supplies in the Bookstore.**

Tuesday, May 10 **Late Registration (8 a.m.- 6:30 p.m.)
Payment due by 7 p.m. or classes will be dropped.**

Friday, May 13 **Last Day for 100% Tuition Refund by 3 p.m.**

Note: Once the semester begins, 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.

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

Monday – Tuesday, May 16-17 **Drop/Add (8 a.m. – 6:30 p.m.)**

Tuesday, May 17 by 7 p.m. **Payment due by 7 p.m. for any course adds**

Friday, May 20 **Last Day for 75% Tuition Refund for Full-Term Classes**

Monday, May 30 **Memorial Day Holiday—College Closed**

Friday, June 3 **Last Day to Submit Intent to Graduate Form
for July Graduates**

Monday, June 20 **Last Day to Drop a Full-Term Course
Without Academic Penalty**

Saturday, July 2 **No Saturday Classes**

Monday, July 4 **Independence Day Holiday Observed—College Closed**

Tuesday – Friday, July 5-8 **Faculty Work Days – No classes**

Monday, August 1 **LAST DAY OF SUMMER TERM CLASSES**