Tuition/Fees Payment Schedule
Spring Semester 2015

There are three options for payment of tuition/fees:

- **IN PERSON** In Person payment begins Monday, October 27 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. Off-site 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 AND PAYMENT PLAN** available at www.forsythtech.edu starting October 27 - click on the Tuition Payment More Information logo (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, Jan. 6 by 7 pm** If you register or add classes before this date.
- **Thursday, Jan. 8 by 7pm** If you register or add classes on Jan. 7 or 8.

**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 January 5-January 23.

**TUITION REFUNDS** are available when students drop by the refund deadlines. The 100% refund deadline is Tuesday, January 6 at 7 p.m. The 75% refund deadline for a full-term class is Friday, January 16 at 3 p.m. The 75% refund deadline for an 8-week class is Monday, January 12 at 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
SPRING SEMESTER 2015

Monday – Tuesday, Nov. 10-11
Walk-in Registration for New Students for Spring

Tuesday, Jan. 6
Late Registration
Tuition/fees must be paid by 7 pm or all classes will be dropped.
Last Day for 100% Tuition Refund

Wednesday, Jan. 7
FIRST DAY OF SPRING CLASSES

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.

Wednesday- Thursday, Jan. 7-8
8 a.m. – 6:30 p.m.
Drop/Add
Payment due by 7 p.m. on Jan. 8 for any course adds

Monday, January 12 by 7 p.m.
Last day for 75% Tuition Refund for first 8-week classes

Friday, January 16 by 3 p.m.
Last day for 75% Tuition Refund for Full-Term classes

Monday, January 19
Martin Luther King, Jr. Holiday—College Closed

Wednesday, February 4
Last day to drop 1st 8-week course with ‘W’ grade

Friday, February 6
Last day to Submit Intent to Graduate Form for Spring/Summer Graduate Candidates

Wednesday, March 4
Last day for 100% refund for 2nd 8-week courses
Last day to drop a Full-Term Course with ‘W’ grade

Thursday, March 5
First day of Second 8-week courses

Tuesday, March 10
Last day to drop for 75% refund for 2nd 8-week courses

Tuesday – Thursday, March 31-April 2
Planning Day and Spring Break – No classes

Friday - Saturday, April 3-4
Easter Holiday – College Closed

Tuesday, April 7
Last day to drop 2nd 8-week course with ‘W’ grade

Tuesday, May 5
Last Day of Spring Semester Courses

Thursday, May 7
Commencement