



TUITION/FEES PAYMENT SCHEDULE

SPRING SEMESTER 2010



Students have three options for payment of tuition/fees:

- **In Person** – Payment may be made at the Main Campus Cashier's Office, Allman Center, 2nd floor, or at any of the Centers (except West Campus). Main Campus office hours are Monday – Thursday from 8:30 am – 7:00 pm and Friday from 8:30 am – 2:00 pm unless otherwise posted. 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. Northwest Forsyth, Stokes, Swisher, and Woodruff Centers 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 your account balance.
- **Payment Drop Box** – A Payment Drop Box is located at the Cashier's Office and is available November 2 – December 4 at 3:00 pm. 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 Plan** – available at www.forsythtech.edu –click on the e-Cashier logo (brochures also available at the Cashier's window and campus Information Desks); can also be accessed 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 classes on:

- **Friday, December 11 at 12 noon** – If you register or add classes before this date.
- Wednesday, January 6 at 7:00 pm - If you register or add classes during Late Registration in January.
- Thursday, January 7 at 7:00 pm – If you register or add classes during Drop/Add on January 7.
- Friday, January 8 at 12 noon—if you register or add classes during Drop/Add on January 8.

Sponsored or charge students (JTPA, DVR, NWPIED, ESC, ESR, etc.) must go to the Cashier's Office on Main Campus during the above dates and times and request a transfer of tuition/fees to sponsors. An authorization must be in hand or on file. When you obtain a copy of your authorization please bring it to the Cashier's Office at Main Campus as soon as possible. Authorizations stating that a sponsor will pay for books and/or supplies must charge those purchases at the Bookstore (January 5-January 29) after presenting authorization to the Cashier's Office at Main Campus. These charges will no longer be processed at off-site centers. Any questions should be directed to Tammy Jessup at (336) 734-7391.

Financial aid students who have registered and been notified of an award will have those funds applied automatically. Students may use remaining financial aid funds to purchase books.

Tuition refunds are available only if students officially drop by the refund deadlines: For a 100% refund the deadline is January 6 by 7:00pm for classes starting January 7. For a 75% refund, the deadlines are Tuesday, January 12 by 7:00 pm for a first 8-week class, or Tuesday, January 19 by 7:00 pm for a full semester class. (For second 8-week classes, the 100% refund deadline is Thursday, March 4 by 7:00 pm, and the 75% refund deadline is Monday, March 15 by 7:00 pm.)

See reverse side for important dates.

IMPORTANT DATES

SPRING SEMESTER 2010

Friday, December 11 at <u>12 noon</u>	Tuition/fees must be paid or classes will be dropped
TBA—check website in November	Distance Learning Online Orientation (see website link under Distance Learning)
Tuesday-Wednesday, January 5-6	Late Registration from 8:00 am until 7:00 pm
Wednesday, January 6	Payment deadline for late registration tuition/fees at 7:00 pm Last day to apply for a 100% tuition refund (by 7:00 pm)
Thursday, January 7	First Day of Classes for the Spring Semester
Note: Once classes begin, if you are going to drop a class and add another during drop/add, you must do both <u>at the same time</u> (not just the same day) to avoid having a prorated charge on the dropped class.	
Thursday, January 7	Drop/Add from 8:00 am until 7:00 pm Payment due the same day by 7:00 pm
Friday, January 8	Drop/Add from 8:00 am until 12 noon Payment due the same day by 12 noon
Tuesday, January 12	Last day to apply for a 75% tuition refund for first 8-week classes (by 7:00 pm)
Monday, January 18	Martin Luther King, Jr. Holiday—no classes
Tuesday, January 19	Last day to apply for a 75% tuition refund for full semester classes (by 7:00 pm)
Thursday, February 4	Last Day to Withdraw from First 8-Week Course with W Grade
Friday, February 5	Intent to Graduate Forms due for spring/summer 2010 prospective graduates
Thursday, March 4	Last Day to Withdraw from Full Term Course with W Grade Registration for 2nd 8-Week Classes Last day to apply for 100% refund for 2 nd 8-week classes (by 7:00 pm)
Friday, March 5	Second 8-Week Classes Begin
Monday-Wednesday, March 8-10	Spring Break—no classes
Monday, March 15	Last day to apply for 75% refund for 2 nd 8-week classes (by 7:00 pm)
Friday, April 2	Easter Holiday—no classes
Tuesday, May 5	Last Day of Classes for the Spring Semester
Thursday, May 13	Commencement