



# TUITION/FEE PAYMENT SCHEDULE

## FALL SEMESTER 2019



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

- **IN PERSON** In Person payment begins July 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 or pre-planned office closings. Cash, check (no starter 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](http://www.forsythtech.edu). Payment plan set up will open May 28 once on the site click the blue payment button (right side) then select online payment options for degree programs, then select enroll today. You may also access this option through your Techlink account. There are brochures available at the Cashier's window and Main Campus Information Desk). The online full pay option opens July 1, 2019. **Please note you must have your Techlink ID and password to pay online.**

**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>Thurs., July 18 by 7:00 p.m.</b>	If you register on or before July 18.
<b>Wed., August 14 by 7:00 p.m.</b>	If you register or add classes between July 19 – August 14.
<b>Mon., August 19 by 7:00 p.m.</b>	If you register or add classes on August 15 - 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 and your schedule must be presented in order to process. You will need a separate book authorization to take to Barnes and Noble in order to obtain your books. To view required documentation for DACA students, please visit the link below for more details.

<http://www.forsythtech.edu/apply/payment/third-party-payment/>

**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 August 12 – August 30.

**TUITION REFUNDS** are available when students drop by the refund deadlines. The 100% refund deadline is Thursday, August 15, 2019. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point (census date) of the class. You may drop your course online at: <https://coursedrop.forsythtech.edu>.

**Please refer to the Online Withdrawal form for date(s) to drop your course without academic penalty for your individual course(s) and refunds. (<https://coursedrop.forsythtech.edu>)**

**See reverse side for important dates.**

**IMPORTANT DATES  
FALL SEMESTER 2019**

Thursday, July 11	<b>Last Day to Submit Intent to Graduate Form for December Prospects</b>
Thursday, July 18 by 7 p.m.	<b>Tuition/fees must be paid or all classes will be dropped.</b>
Monday, August 12 - Friday, August 30	<b>Dates for financial aid recipients/sponsored students to charge books and supplies in the Bookstore.</b>
Wednesday, August 14 8 a.m. – 6:30 p.m.	<b>Last Chance Registration</b>
Wednesday, August 14	<b>Tuition/fees must be paid by 7 p.m. or all classes will be dropped.</b>
Thursday, August 15	<b>Last Day for 100% Tuition Refund by 11:30 p.m.</b>
<b>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.</b>	
Friday, August 16	<b>FIRST DAY OF FALL CLASSES</b>
Friday, August 16 (8 a.m. – 4:30 p.m.) Monday, August 19 (8a.m. – 6:30 p.m.)	<b>Drop/Add</b>
Monday, August 19	<b>Payment due by 7 p.m. for any course adds</b>
Monday, September 2	<b>Labor Day Holiday – College Closed</b>
Tuesday, September 3	<b>Faculty Work Day – No Classes</b>
Tuesday, October 15	<b>Professional Development Day – No Classes – Closed to Public</b>
Tuesday – Friday, October 15 - 18	<b>Fall Break/Faculty Work Days – No Classes</b>
Saturday, October 19	<b>No Saturday Classes</b>
Monday, November 11	<b>Veteran’s Holiday - College Closed</b>
Thursday, November 14	<b>Intent to Graduate Form due for 2020 Spring Candidates</b>
Wednesday, November 27	<b>Faculty Work Day – No Classes</b>
Thursday - Friday, November 28 - 29	<b>Thanksgiving Holiday – College Closed</b>
Saturday, November 30	<b>No Saturday Classes</b>
Thursday, December 12	<b>Last Day of Fall Semester Courses</b>
Friday - Thursday, December 13 - 19	<b>Faculty Work Days – No Classes</b>
Friday – Tuesday, December 20– 31	<b>Winter Break</b>
Wednesday, January 1	<b>New Year’s Holiday</b>

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