



# PAYMENT SCHEDULE

## SPRING SEMESTER 2019



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

- **IN PERSON** In Person payment begins Monday, October 15 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 planned office closings. 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](http://www.forsythtech.edu) starting October 22 click on the blue payment button (right side) then select online payment options for degree programs (brochures also available at the Cashier's window and Campus Information Desk). You may also access this option through "My Forsyth Tech" on Techlink. You will need 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:**

**Thursday, December 6 by 7 pm**  
**Wednesday, January 9 by 7 pm**  
**Monday, January 14 by 7 pm**

If you register or add classes on or before Dec. 6  
If you register or add classes after Dec. 7  
If you register or add classes on Jan. 11 or 14

**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 January 3-January 18.

**TUITION REFUNDS** are available when students drop by the refund deadlines. The 100% refund deadline is Thursday, January 10 for full term classes, 1<sup>st</sup> 4-week, and 1<sup>st</sup> 7.5-week classes. You may drop online through this date at <http://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).**

**See reverse side for important dates.**

## IMPORTANT DATES SPRING SEMESTER 2019

Thursday, November 8	<b>Intent to Graduate forms due for Spring 2019</b>
Thursday, December 6	Tuition/fees must be paid by 7pm or all classes will be dropped
Tuesday, January 1	<b>New Year's Day Holiday</b>
Wednesday, January 9	<b>Last Chance Registration Tuition/fees must be paid by 7 pm</b>
Thursday, January 10	<b>Last Day for 100% Tuition Refund</b> for full term classes, 1 <sup>st</sup> 4-week, and 1 <sup>st</sup> 7.5-week classes. You may drop online through this date at <a href="http://coursedrop.forsythtech.edu">http://coursedrop.forsythtech.edu</a>
Friday, January 11	<b>FIRST DAY OF SPRING CLASSES</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, January 11 (8 a.m. – 3:00 p.m.) Monday, January 14 (8 a.m. – 6:30 p.m.)	<b>Drop/Add</b>
Monday, January 14	<b>Payment due by 7:00 p.m. for any course adds</b>
Monday, January 21	<b>Martin Luther King, Jr. Holiday—College Closed</b>
Wednesday, March 6	<b>Last day for 100% refund for 2<sup>nd</sup> 7.5-week courses</b>
Thursday, March 7	<b>First day of Second 7.5-week courses</b>
Monday, March 18	<b>Planning Day (no classes)</b>
Tuesday - Friday, March 19 - 22	<b>Spring Break – Faculty Work Days (no classes)</b>
Saturday, March 23	<b>No Saturday Classes</b>
Friday, April 19	<b>Faculty Work Day/Closed to Public</b>
Monday, May 6	<b>Last Day of Spring Semester Courses</b>
Thursday, May 9	<b>Commencement</b>

**Please refer to the Online Withdrawal form for date(s) to drop your course without academic penalty for your individual course**

**IF YOU DO NOT OFFICIALLY DROP A COURSE AND SUBMITTED AS A 'NO SHOW,' YOU WILL BE CHARGED 100% TUITION FOR THE COURSE(S).**