



TOURO COLLEGE

Office of the Bursar

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TO: STUDENTS OF THE GRADUATE SCHOOL OF BUSINESS
FROM: MALAK NASRALLAH, ASSOCIATE BURSAR
RE: ACADEMIC YEAR 2010-2011 IMPORTANT TUITION FACTS
DATE: MARCH 1, 2010

THIS IS AN OFFICIAL ANNOUNCEMENT OF THE TUITION AND FEE CHARGES YOU WILL INCUR WHEN YOU REGISTER FOR PROGRAM CONDUCTED BY THE TOURO GRADUATE SCHOOL OF BUSINESS FOR THE ACADEMIC YEAR BEGINNING JULY 2010 AND ENDING JUNE, 2011.

YOU ARE RESPONSIBLE FOR PAYMENT AT REGISTRATION EVEN IF YOU DO NOT RECEIVE A STATEMENT OF YOUR CHARGES IN THE MAIL.

STUDENTS WITH ANY OUTSTANDING BALANCE WILL NOT BE PERMITTED TO REGISTER FOR A SUBSEQUENT SEMESTER.

PLEASE DO NOT WAIT TO RECEIVE A BILL TO CLEAR ANY OUTSTANDING BALANCE.

1. TUITION & FEES

Tuition Costs by Program and Credit

Master of Business Administration (MBA)	\$ 690.00 per credit
Master of Science in International Business Finance	\$ 675.00 per credit
Master of Science in International Business Management	\$ 675.00 per credit
Master of Science in Accounting	\$ 675.00 per credit
Master of Science in Human Resource Management	\$ 675.00 per credit
Advanced Certificate in Human Resource Management	\$ 675.00 per credit
Advanced Certificate in Forensic Accounting	\$ 675.00 per credit
Graduate Business Preparatory Course	\$ 499.00 per credit

College Fees (all students)

Administrative Fee (Summer)	\$ 100.00
Administrative Fee (Fall)	\$ 200.00
Additional Fees:	
Returned check	\$ 40.00
Late payment	\$ 50.00
Stop Payment	\$ 50.00

2. METHODS OF PAYMENT

Touro College is proud to introduce *QuickPay*, where you can pay your bills on line. Please log into your online student account on TCWeb in order to check the status of your bills. You may pay by Visa, Mastercard, Discover or by e-check.

If you have questions about QuikPay, please contact your bursar or email us at ebills.bursar@touro.edu

Touro College accepts VISA, MASTERCARD, and DISCOVER cards for all payments. Please consider the following when paying by credit card:

- a. Your name must be embossed on the card to be an authorized user.
- b. Telephone payments accepted with faxed authorization
- c. One form of identification may be required.

BANK CHECK/CERTIFIED CHECK/MONEY ORDER/PERSONAL CHECKS
Any student that bounces a check may accrue late payment fees as well as the returned check fee. All checks are submitted electronically to our bank. Original checks will be destroyed.

3. TUITION DEPOSITS

A tuition deposit of 1/3 of the cost is due by one month before the start of each semester.

Returning students who register or pay a deposit for courses after this deadline will incur a \$50 late registration fee.

	Semester Start	Tuition Deposit Deadline
Summer	June 1, 2010	May 1, 2010
Fall	September 2, 2010	July 30, 2010
Spring	January 31, 2011	December 31, 2010

4. FINANCIAL AID

Students wishing to be considered for Financial Aid must file a Federal Application for Student Aid (FAFSA) form as soon as possible. FAFSA forms can be obtained by login on to the web at www.fafsa.ed.gov.

Students who have filed the FAFSA will be considered for the following grants, scholarships and loans:

- ◆ The Federal College Work Study Program
- ◆ The Federal Perkins Loan Program
- ◆ The FFEL Program (Stafford Loans and PLUS Loans)
- ◆ TAP and New York State Scholarships

A - FEDERAL FAMILY EDUCATIONAL LOANS (FFEL)

If applying for FFEL loans, please note that the bank imposes an origination fee of up to 3% (please check with your bank for the exact amount your loan will be disbursed for).

The Bursar's Office will notify you when your funds arrive.

FEDERAL STAFFORD LOAN MASTER PROMISSORY NOTE PROCESS

- ◆ After having completed your FAFSA by mail or online, you will receive a Student Aid Report (SAR). **Take your SAR to the Financial Aid office.**

- ◆ To receive the loan you must complete a Master Promissory Note (MPN). The MPN will provide you with detail information regarding your rights and responsibilities.
- ◆ **You should turn in your MPN to the Financial Aid office when completed. The Financial Aid office will submit your MPN and other information to your lender who will forward it to New York State Higher Education Services Corporation (HESC) or another guarantor.**
- ◆ **Your guarantor agency** will notify you, your school and your lender when your loan is approved.

B - You will receive a "Follow Up" letter from Financial Aid requesting additional information, **PLEASE SUBMIT THESE DOCUMENTS IN A TIMELY MANNER (WITHIN TWO WEEKS OF RECEIPT OF THE LETTER).**

5. REFUNDS: Any student in overpayment will receive a refund of the funds due them. **Refund Checks are issued following Federal and State guidelines once satisfactory attendance and academic progress are verified.**

6. WITHDRAWALS: Student wishing to withdraw from the College must contact the office of the Registrar. On approved applications, and when withdrawing from **ALL** classes, the following tuition refund schedule will apply:

Fall and Spring Sessions:

Before the beginning of the classes:	100 % of tuition.
During the first week of classes :	90 % of tuition
During the second week of classes:	75 % of tuition.
During the third week of classes :	50 % of tuition.
During the fourth week of classes:	25 % of tuition
After the fourth week of classes:	No refund

Summer Session:

Before the beginning of the classes:	100 % of tuition.
During the first week of classes :	60 % of tuition
During the second week of classes:	20 % of tuition.
After the second week of classes:	No refund

PLEASE NOTE THAT THE ADMINISTRATIVE FEE IS NON-REFUNDABLE.

STUDENTS WITH AN OUTSTANDING BALANCE WILL BE ASSESSED A LATE PAYMENT FEE OF \$50.00 PER MONTH UNTIL THE BALANCE IS PAID IN FULL.

Students making payments in person will receive a dated receipt. Students sending payments by mail must request a receipt. Payments mailed are recorded the day they are received; postmarks on envelopes are not reviewed.

The Bursar may be contacted by e-mail at yshukhman@touro.edu or at (212) 463-0400 ext. 5624 during the following office hours with any problems or questions:

Monday - Thursday.....9:00 a.m.-5:30 p.m.
 Friday.....9:00 a.m.-2:00 p.m.