



## **TOURO COLLEGE**

Office of the Bursar

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TO: GRADUATE SCHOOL OF BUSINESS  
FROM: YELENA KUKUY, ASSOCIATE BURSAR  
RE: SUMMER/FALL 2009.....IMPORTANT TUITION FACTS  
Master of Business Administration (MBA)  
DATE: May 1, 2009

THIS IS AN OFFICIAL ANNOUNCEMENT OF THE TUITION AND FEE CHARGES YOU WILL INCUR WHEN YOU REGISTER IN THE INTERNATIONAL SCHOOL OF BUSINESS PROGRAM – MANHATTAN CAMPUS AT TOURO COLLEGE FOR THE SUMMER/FALL 2009 SEMESTER.

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 THE SUMMER/FALL 2009 SEMESTER**

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

### **1. TUITION & FEES**

Tuition – Per credit charge	\$ 600.00
Administrative Fee (Summer)	\$ 100.00
Administrative Fee (Fall)	\$ 200.00
Application fee	\$ 50.00
Graduation fee	\$ 200.00
Additional Fees:	
Returned check fee	\$ 40.00
Late payment fee	\$ 50.00
Late Registration fee	\$ 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, or by e-check.*

*If you have questions about QuikPay, please contact your bursar or email us at [ebills.bursar@touro.edu](mailto:ebills.bursar@touro.edu)*

Touro College accepts VISA and MASTER 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.**

**Please note that starting May 1, all checks will be 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 July 24, 2009

Returning students who register or pay a deposit for Summer/ Fall 2008-2009 courses after July 24, 2009 will incur a \$50 late registration fee.

### **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](http://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 – PRIVATE EDUCATIONAL LOANS**

Students relying on private educational loans (TERI, CitiAssist, or Signature) should pay their out of pocket balance by July 24, 2009 and avoid late payment fees.

**C** - 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:

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

**PLEASE NOTE THAT THE ADMINISTRATIVE FEE IS NON-REFUNDABLE.**

**STUDENTS WITH AN OUTSTANDING BALANCE AS OF October 7, 2009 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](mailto: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.

