

## Fall 2023 | Statement Information

***Payment for tuition, fees, and related charges are due August 8, 2023.***

***If tuition and fees are not paid by the due date, you will be withdrawn from your courses.***

### Fall classes begin August 28, 2023

How your charges are calculated:

- Tuition charges are based on the number of credit hours in which you are enrolled. Full-time students are charged a flat rate for 12 credit hours and above. Part-time students are charged per credit hour. For specific tuition amounts, please see the TC3 website.
- Non-resident tuition is also reflected on your statement. If you are a NYS resident, please submit your Certificate of Residence. Once we receive your Certificate of Residence, non-resident tuition charges will be removed. If you are NYS resident and do not submit the Certificate, you are responsible for the non-resident tuition charges.

For more information on the Certificate of Residence see:

[www.tompkinscortland.edu/admissions/certificate-residence](http://www.tompkinscortland.edu/admissions/certificate-residence)

- Some fees are calculated on a per credit hour basis. Others, such as the Matriculation fee, are charged a flat rate. Additionally, some courses will have specific fees associated only with the particular course. Those course fees are included in the course description found in the catalog. For specific information regarding fees, please see the TC3 website.
- Applicable charges for housing and meal plans are also a part of your tuition statement.
- If you have completed your FAFSA, your financial aid (applied or anticipated) will also show on your tuition statement. If you are expecting financial aid and it is not reflected on your tuition statement, verify that you have fully completed your FAFSA and no additional information has been requested. You may check your financial aid award by logging into your myTC3 account.

***Your tuition statement is a reflection of your enrollment at the time the statement was generated.***

- Any change you make to your schedule may have an effect on your statement. This includes adding or dropping a course as well as changing sections of the same course.
- If you make changes to your schedule online, you are responsible for checking your myTC3 account for updated information regarding your student account balance.
- If you make changes to your schedule by working with a staff member in Enrollment Services, a new tuition statement will be provided.

## Paying your tuition statement:

### To pay your bill online:

- Go to <https://www.tompkinscortland.edu/>
- Click on myTC3
- Access your myTC3 account with your username and password
- Select Self-Service
- Select Finances and Make a Payment
- Follow on-screen instructions

Payments may also be made by phone, placed in the Enrollment Services drop box, by mail, or in person with a Billing and Registration staff member. To pay by phone, please call 607-844-6580.

If you are unable to pay your tuition by the due date, you may also set up a payment arrangement on the Make a Payment screen referenced above.

### DECIDING NOT TO ATTEND THIS SEMESTER?

You must notify the College **before** the first day of the semester if you decide not to attend. If you do not notify the College, you will be liable for all tuition and fees associated with your enrollment. You may do this in person/ virtual office, by mail, or by email ([regbilling@tompkinscortland.edu](mailto:regbilling@tompkinscortland.edu)). Continuing students who have their advisor's authorization, may drop their courses on-line through Self-Service **before** the first day of the semester.

### REFUND POLICY

If you drop a course or withdraw from the College, you will be charged non-refundable housing, meals, tuition and fees according to the following schedule for 15-week courses. Non-refundable tuition charges will be prorated on a similar schedule for courses less than 15 weeks.

Prior to the start of classes	0% Fee (Full refund of charges) – Prior to August 28, 2023
During the first week of classes	25% Fee (75% refund) - August 28 – September 4, 2023
During the second week of classes	50% Fee (50% refund) – September 5 – Sept. 12, 2023
During the third week of classes	75% Fee (25% refund) – September 13 – Sept. 20, 2023
After the third week of classes	100% Fee (No refund issued) – after September 20, 2023

### Important notices:

- Failure to notify the College that you will not be attending once classes have started (even if you never attend any classes) will result in you owing the College a percentage of the tuition and fees based on the above schedule.
- Failure to officially withdraw or drop your classes can affect your academic record and your future financial aid eligibility.