

VII. Special Situations

	<u>Pages</u>
Introduction	71
A. Permit Students (CUNY and Non-CUNY)	72
B. CUNY Baccalaureate (BA/BS) Program	73
C. Combined B.A.-M.A. Program	74
D. Dual Registration	75
E. County Chargebacks at Community Colleges	76
F. Credit Card Charges	77
G. City University Supplemental Tuition Assistance Program (CUSTA)	78
H. TUF/CUNY Tuition Assistance Voucher Program	79
I. Online Baccalaureate Program	80

VII. Special Situations

This section concludes the University's Tuition and Fee Manual. Several topics of importance are contained in the following pages. Although some of these matters could have been covered previously in other sections of this manual, it was felt that their importance might have been lost without the special attention that they are being given herein. It is possible that, in the future, as this manual continues to be revised and grows, this section will be expanded to cover other unique and unforeseen situations and circumstances.

A. Permit Students

Undergraduate and graduate matriculants registered in one unit of the University may take courses in another unit of the University, if credits taken are included in degree requirements. Except as provided below for study abroad students and Law School permits, all tuition and student activity fees are payable to the college in which the student is enrolled ("home" college). Payment to "home" college will be made in accordance with the due date indicated on bill or payment schedule established by "home" college. (Note: This is a change from past procedures which required a student to show a paid tuition receipt to the "host" college before being allowed to register.) Tuition and fee payments to the other college ("host" college) in which the student takes courses is not required. The FTEs are counted by the college providing the instruction ("host" college). If, however, a student at one unit of the University registers at another unit of the University in order to participate in a study abroad program sponsored by the "host" college, tuition and student activity fees are still payable to the "home" college. However, these monies shall be forwarded to the "host" college in the event that the "host" college, in turn, passes these funds on to the overseas institution or other co-sponsor of the study abroad program in which the student is participating. A CUNY Permit form similar to that in Addenda R should be used by the student so that the necessary academic and financial approvals are obtained in advance.

The Law School will identify in their catalog those specific courses that will be allowed to be taken at the Law School on a permit basis. The Registrar at the Law School will maintain a list of such permitted courses and students should check before attempting to register. Only graduate students will be permitted to take Law School courses.

Students will be treated in the following manner for tuition purposes. Doctoral students who are full-time will pay no additional tuition at the Law School. Part-time doctoral students will be charged the Law School's per credit rate for the additional credits. Masters students who are full-time will pay to the Law School the Law School's per credit tuition rate for any credits above 12 credits. Part-time Masters students will also pay the Law School's per credit rate for the additional Law School credits. All additional tuition charges will be collected by the Law School and deposited in the CUCF. These students will not be charged the Law School's material fee. In addition, the accelerated fee will not be charged for any credits exceeding the 18-credit limit.

If a student pays for a certain number of course credits at the "home" college and upon registering at the "host" college, it is determined that the number of course credits is higher, the student must pay the additional tuition resulting from the increased number of credits. The additional tuition should be remitted to the "home" college inasmuch as they have issued the permit. No undergraduate student is required to pay more than the maximum undergraduate tuition based upon the applicable criteria.

Undergraduate and graduate students attending colleges outside of the City University should not pay tuition or fees to the home college during the period of nonattendance. A readmission fee should be charged after one or more semesters (exclusive of summer session) absence. However, a Non-CUNY Permit form similar to that in Addenda R should be used by a student so that the necessary academic and financial approvals are obtained in advance.

Any students enrolled at LaGuardia, which has a non-traditional semester structure (Fall 1, Fall 2 and Spring 1, Spring 2), will also pay their tuition at the home college (LaGuardia). Although the Fall 2 is linked with the Fall 1 semester for determining full-time status at LaGuardia, permit courses at other CUNY colleges (host college) for the Fall 2 semester as well as Spring 2 semester will not be allowed. Students may register at the "host" college as non-degree students and pay the "host" colleges tuition and fees. Permit courses taken during the Fall 1 and Spring 1 semesters will, however, count toward full-time status and be billed accordingly, i.e., until 12 credits (full-time) is attained, all credits will be billed at the LaGuardia part-time credit rate. Once a student has reached 12 credits in the Fall 1 or Spring 1 semesters, all other credits whether at LaGuardia or at the host college are not charged.

Permit students will be required to fulfill the immunization requirement at their "home" college. The "home" college will be responsible for assuring that the permit students have satisfied the above requirements before permits are issued. In the event that the "home" college allows the students to register with partial proof of immunization and the students do not complete their immunization, the "home" college will notify the students that they can no longer attend either college. At the same time, the "home" college will notify the "host" college so that the instructors at the "host" college can be informed.

1. Registration at Non-CUNY colleges

In order for students to register at non-CUNY institutions they must complete a Non-CUNY Permit Form (See Addenda). This form assures the student that the courses to be taken at the non-CUNY college will be accepted for credit at the CUNY college. In addition, the student's financial aid will be determined based upon the total credits at both the CUNY and non-CUNY colleges. The student has the responsibility for having his/her credits transferred to the CUNY college.

2. Procedures for Winter Intersession Study Abroad

The winter intersession must be handled in a special way with respect to tuition and registration for students enrolled in a study abroad program sponsored by another CUNY college. For regular and summer sessions, students participating in another CUNY college's study abroad program do so through the CUNY Study Abroad Permit Form. These students pay all tuition and fees to the home college for subsequent transmittal to the sponsoring college for transfer to the overseas institution. In the winter intersession, the student will still be required to complete the CUNY Study Abroad Permit Form. Unlike the regular and summer sessions, tuition is handled differently during the intersession.

Since the intersession is not part of either the fall or spring semester, a student must pay for all credits during a study abroad intersession to the sponsoring CUNY college. The sponsoring college will then transmit the tuition to the overseas institution. The home CUNY college is not involved in the tuition payment process for the intersession. A student who takes credits during the spring semester must pay tuition to the home CUNY college. It should be noted that if the home college and the sponsoring college are the same institution, the student must still pay separate tuition for the winter intersession and the spring semester. Students should consult with their financial aid counselors to determine if any additional aid is warranted.

B. CUNY Baccalaureate (BA/BS) Program (Also refer to Section IV.A.14.)

An initial Board resolution, entitled "CUNY B.A. Program Collection of Consolidated Fees and Tuition," was adopted on October 29, 1973. Effective Spring 1991 semester, tuition and activity fees for all students in the CUNY Baccalaureate program will be billed by their home (matriculated) colleges in accordance with the fee schedule in effect at their home college of matriculation. Students in the CUNY Baccalaureate (BA/BS) Program, who meet college requirements, are eligible to receive (campus-based) financial aid from their college of matriculation.

The CUNY Baccalaureate Program permits mature and highly motivated students to earn up to 15 college credits for valid learning experiences which occurred prior to the student's admission to the college. These life experience credits recognize the fact that significant learning can and does take place outside of the formal college setting. The process by which the CUNY Baccalaureate staff counsels students on the preparation of life experience portfolios, reviews and evaluates their work, and validates their credits is significant and time-consuming. Therefore, all students in the CUNY Baccalaureate Program who apply for life experience credits will be charged an assessment fee in the amount of \$50 by the Graduate School and University Center upon the completion of the assessment process.

Students must be processed through the CUNY BA/BS Registrar. Students should bring a copy of their transcript with them to register at a CUNY college so that the college registrar can process adequately their request.

C. Combined B.A.-M.A. Program

Students in combined programs will pay undergraduate tuition rates up to the number of credits required to earn a baccalaureate degree in that particular program (normally 120 to 128 credits). Any credits taken after that number toward the combined degree are to be paid at the graduate level.

Students whose total credit accumulation at registration would exceed the number of credits needed to earn a baccalaureate degree should be charged the undergraduate per credit rate up to and including the required credits. The remaining credits should be charged at the graduate per credit rate. The total semester charge should not exceed the full-time graduate student rate.

D. Dual Registration

Any student, not in the CUNY BA/BS program, who registers simultaneously at more than one CUNY college, and is not on permit to register at the additional college(s) will be required to pay the full applicable tuition and other fees.

E. County Chargebacks at Community Colleges

The N.Y.S. Education Law which restructured the financing of the University (Chapters 345 and 346 of the laws of 1976) included a provision reestablishing the mandatory community college county chargeback to the county of residence of City University community college students who reside in the N.Y.S. counties outside the N.Y. City. The effect of this provision in the legislation is to mandate that such counties had the right to elect whether to pay any chargeback billing.

The Board of Trustees of The City University of New York has elected to charge the total allowable chargeback pursuant to Section 6305 paragraph 2 of the Education Law to each county within the State of New York outside the City of New York, which has issued a certificate or certificates of residence on the basis of which its residents are attending the University's community college. This allowable chargeback rate changes annually due to changes in the City's share of operating costs and the community colleges' full-time equivalent student enrollment. In addition, a capital cost chargeback in the sum of \$300 per year per student is to be charged to the applicable county. On a yearly basis, the Office of the University Controller will issue a memorandum to the colleges indicating the county chargeback rate in effect for that particular fiscal year. (Refer to the Addenda for a sample memorandum regarding the yearly county chargeback rate.)

On April 25, 1977, the Board passed a resolution equalizing tuition for out-of-City N.Y.S. students attending the community colleges. The Board resolved "That tuition for out-of-City N.Y.S. residents, who have on file with the community college attended, a valid certificate of residence issued by their county of residence, be the same as tuition charged City residents". (NOTE: The February 28, 1977 resolution equalizing tuition for out-of-City N.Y.S. residents attending the senior colleges does not mandate a certificate of residence.)

Community colleges will require, therefore, as a condition for registration, that every N.Y.S. resident who resides outside the N.Y. City present a certificate of residence issued no earlier than two months prior to the first day of classes. The certificate is valid for a period of one year. In the event the county of residence declines to issue the certificate on the basis that the student is not a county resident, the student may appeal to the N.Y. Secretary of State.

The certificate will be required from every student who resides in a N.Y.S. county outside the City of New York. This includes a non-City resident student who is eligible for City resident rates, such as a child of a member of the permanent staff of the Board, or a child of a deceased or retired member of such staff who had served for more than five years on an annual salary, or a child of an employee of the City of New York or of a City agency who is required to live outside the City of New York in the performance of his/her official duties, or a student who is determined to be eligible for free tuition on the basis of his employment with The City University of New York. If payments are not received from the students' counties of residence, they are not entitled to be charged the City resident rate, if and until they have established themselves as City residents as described in Section II of this Manual.

Out-of-status or undocumented immigrants, who are refused certificates of residence by their counties, must pay the non-resident rate regardless whether they originally qualified for the resident rate.

F. Credit Card Charges

During the last few years, several colleges arranged with their local banks to accept student credit cards as a payment medium for tuition and fees. The credit card option was offered by the banks at little or no cost to colleges as a marketing strategy. Both student and college benefit by using credit cards because of convenience, precluding the need to process hardship deferrals, not worrying about returned checks, etc. Over the past couple of years, banks have been attempting to rid themselves of unprofitable operations, or get such operations to at least the breakeven point. One such way is to charge fees for services. In the case of credit cards, fees are now being instituted, generally at about a two percent rate.

Credit card debits and credits are passed through a credit card clearing house, similar to the clearing house arrangement for checks. Colleges are credited with funds two (2) business days after deposit in the local bank depository and these funds are then available for transfer to CUCF.

Colleges wishing to continue acceptance of credit cards as a tuition payment medium must find a way to pay the processing costs. Colleges may use appropriated tax levy OTPS funds to pay for credit card processing costs. However, under no circumstances may tuition and fees be used to pay for bank processing charges or remain idle in a bank account as a compensating balance for use in offsetting credit card processing charges instituted by the banks.

As stated in the introduction to this manual, tuition and other-than-tuition collections should be deposited into the college's "tuition (depository) bank account", at least, once a day during the registration process. All other times of the year, deposits should be made, at least weekly, or once \$500 has been accumulated. Funds from the college's "tuition (depository) bank account" should be immediately transferred to CUCF. Only those amounts required for refunds shall be maintained in the depository account.

G. City University Supplemental Tuition Assistance (CUSTA) Program

The University has received State funding to assist students who experience a reduction in their TAP awards beginning with their fifth semester of TAP eligibility. This program known as CUSTA provides eligible students who supplemental State aid to cover the difference between a student's maximum award and the actual amount received due to the upper division reduction by the HESC. To be eligible for the CUSTA aid, students must meet the following eligibility criteria:

- Be enrolled in an undergraduate program at a CUNY senior college;
- Be enrolled on a full-time basis (12 credits or the equivalent);
- Apply and be eligible for a maximum TAP;
- Be at least a fifth semester TAP recipient but not have exhausted his/her 8 or 10 semesters of TAP eligibility.

Students who are entitled to a maximum TAP award in their last semester of eligibility but have only three TAP points remaining, are entitled to 50% of the reduction amount. The UAPC will identify students eligible for CUSTA by using TAP data provided by HESC and send the listings to each college. The college will review the listing for full-time eligibility and transmit the listing to the University Accounting Office in order to submit a voucher to the State for reimbursement.

H. TUF/Tuition Assistance Voucher Program

The University entered into an agreement with the Hospital League/1199 Training and Upgrading Fund (TUF) to allow TUF members to attend a CUNY college utilizing Tuition Assistance Vouchers (see Addenda) to settle their tuition and fee liabilities. Fees do not include Change of Program and Late Registration Fees. The vouchers will be numbered, raised seal and an authorized TUF signatory. Any vouchers not having any of the above should not be accepted. The students should be referred back to the TUF.

At the beginning of each semester, TUF will provide CUNY with a list of potential participants which will be used as a guide in the registration and billing process. At the end of the refund period, the college will prepare an invoice (billing) containing the total of all voucher amounts which is derived from the total of all tuition costs and fees represented by the vouchers. Within 30 days of the billing, TUF will pay CUNY fifty percent (50%) of the total of all voucher amounts. At the end of the semester when grades are posted and within 30 days of billing, TUF will pay CUNY on hundred percent (100%) of the successful participants' amounts less the initial 50% payments and any financial aid. It is the responsibility of TUF to ensure that its members have applied for financial aid. A successful participant is defined as a student who has received a grade of C or better. Unsuccessful participants with grades of C- or below, all types of withdrawal grades and Incomplete grades which have not been resolved by the end of the following semester, as well as students dropping courses within the colleges' refund period will not have their tuition billed to the TUF. Instead the unsuccessful participants will be billed the entire amount of tuition and fees. At the end of the following semester and within 30 days of billing, TUF will pay CUNY fifty percent (50%) of any balance remaining unpaid by "participants in arrears". A "participant in arrears" is an unsuccessful participant who has been billed by CUNY and has not paid in full within 30 days of such billing. It should be noted that neither the TUF nor the student will be billed for an Incomplete grade until it is resolved. However, if an incomplete grade has not been resolved by the end of the following semester, the student will then be billed for the entire tuition amount as an unsuccessful participant. If unpaid within 30 days of billing, the student becomes a "participant in arrears" and TUF pays CUNY 50% of the tuition amount within 30 days of billing.

Any monies collected on behalf of the student from TUF, financial aid or from collection procedures which exceeds the amount of tuition and fee liability will be returned to TUF. However, before remitting to TUF, CUNY will deduct any costs, fees and commissions connected to the collection agencies.

I. Online Baccalaureate Program

Effective with the Fall 2006 inception of The City University of New York Online Baccalaureate Program, all students therein enrolled shall be charged a uniform rate of tuition (i.e., the resident undergraduate rate) regardless of whether such students reside within or without the State of New York. The fees charged to students include an online education program fee of \$75. Students admitted to and enrolled in online degree programs pursue their coursework through internet programming via off-campus computers, typically in their homes. Such students do not attend campus classes or use campus facilities or physical resources as they pursue their degree. The School of Professional Studies provides administrative support to the Online Baccalaureate through its offices located at the Graduate School and University Center.