

Understanding your Statement

A Students and Parents guide to
NYU payment & billing information

Graduate Guide
Spring 2007



New York University
Office of the Bursar
www.nyu.edu/bursar

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Important Dates

Spring Payment Deadline.....	February 1, 2007
First Day of Classes.....	January 16, 2007
Spring Deferred Payment Plan	
First Payment	March 1, 2007
Second Payment.....	April 2, 2007

Important Telephone Numbers

General Information.....	212-998-2800
Student Account Services.....	212-998-2806
Refund/Student Loan Department.....	212-998-2818
Credit Department.....	212-998-2740
Office of the University Registrar.....	212-998-4290
Office of Financial Aid.....	212-998-4444
Office International Students & Scholars... Department of University Housing.....	212-998-4720 212-998-4600
Student Health Center Office of Patient Accounts..	212-443-1010
Office of Student Health Insurance Services..	212-443-1020
NYUCard Services/ID Center.....	212-443-2273

Office of the Bursar Website

www.nyu.edu/bursar

Financial Clearance

Course selection is the first step of the registration process at New York University. The process is complete and your registration is official when you pay your bill and you are financially cleared. You will be financially cleared if the amount due on your spring 2007 Electronic Bill (Statement of Account) is received by February 1, 2007.

If you have enrolled for classes but do not meet the February 1 payment deadline, you will be denied access to University facilities such as Bobst Library, Coles Sports and Recreation Center, the Palladium Athletic Facility, and the Wasserman Center for Career Development.

We strongly recommend that you meet the mail payment deadline of February 1 and verify your financial clearance for the spring 2007 semester by using the Albert Student Information System.

How to Verify If You Are Financially Cleared

All students should check their financial clearance by logging on to the **Albert Student Information System** via NYUHome (www.home.nyu.edu). NYUHome validates your access based on your NetID.

- Once in NYUHome, click the **<Academics>** tab, then click **<Albert>**.
- After logging on to Albert's main page, select the **<Registration>** tab, then select **<Registration Status>**.
- Use the **<Academic Unit of Registration>** drop-down box to select the **<graduate program>** you are attending.
- Use the **<Term of Registration>** drop-down box to select **<Spring Semester, 2007>**. Click on the **<Submit>** button.
- In the section titled "Your Enrollment Status," verify that your record says "**Financial Clearance: Student is Financially Cleared for This Term.**"
- If the Financial Clearance field is blank, then you are *not financially cleared* and must therefore resolve any outstanding balance.

Financial Responsibility

Please remember that the act of registering generates related tuition charges for which you are financially responsible. If for some reason you register and then decide not to take classes this spring, you must officially drop or withdraw from courses through the Office of the University Registrar before the first day of classes (**January 16, 2007**) in order to cancel all charges incurred by registering. Otherwise, as a registered student, you will be subject to the University Refund Schedule (see page 11 of this booklet) regardless of whether or not the payment has been submitted.

Understanding Your Electronic Bill

The notes on this page explain each section of your Electronic bill (Statement of Account).

- A NYU Office of the Bursar Website:** www.nyu.edu/bursar
- B Billing Date:** This is the date the bill is generated.
- C Student ID#:** This is your nine-character University identification and Account number, found on the back of your NYU photo ID card.
- D Due Date:** This is the date payment is due.
- E Total Amount Due:** This is the total amount due on your account for both prior and current terms.
- F Name and Address:** This is your name and current address listed in the Albert Student Information System. Your local and permanent addresses can be updated at the Office of the University Registrar or by using Albert.
- G University Payment Address:** This is the address to mail payments if you are mailing in a personal check, money order or bank check.
- H Pay balance by Electronic Check:** Click this link to pay your balance by an electronic check
- I Additional Payment Information & Telephone Numbers:** Links to the Bursar website additional payment information and important telephone numbers.
- J Print E-bill:** Click here to print a copy of your Electronic bill
- K Statement Date:** This is the date the bill is generated.
- L Student:** Student's Name
- M Date:** Entries in this column are the transaction dates of the debits and/or credits on your account.

- N Term:** Entries in this column are the transaction term/semester of the debits and/or credits on your account.
- O Transaction:** Entries in this column describe and explain balances, charges, credits, and provisional/actual financial aid transactions. Questions about these items should be directed to the originating department.
- P Prior Term Balance:** This is the balance due on your account for semester(s) prior to the current semester.
- Q Total Prior Term Balance:** This is the Prior Term balance and additional Prior Term details (that may have occurred since the last bill) due on your account for semester(s) prior to the current semester.
- R Current Term:** Transaction details for the Current Term.
- S Anticipated Credits:** These transaction details are provisional and anticipated financial aid.
- T Debits:** Entries in this column are the dollar amounts of any previous balance, tuition, housing, refunds, adjustments to financial aid, and other charges.
- U Credits:** Entries in this column are the dollar amounts of any payments, financial aid, adjustments to tuition, housing, and/or other charges.
- V Total Current Term Balance:** This is the balance due on your account at the time of billing for the current semester.
- W Total Amount Due:** Total debits less total credits equals the balance due on your account for both prior and current terms.

NEW YORK UNIVERSITY
Office of the Bursar
www.nyu.edu/bursar

STATEMENT OF ACCOUNT

Mr. John Smith
123 Main Street Avenue
New York, NY 10003

BILLING DATE:	STUDENT ID#	DUE DATE	AMOUNT DUE
12/03/06	N12345678	01/03/07	\$ 22,081.00

Please Make Checks Payable to "New York University"

Amount Enclosed \$ _____

New York University
General P.O. Box 30826
New York, NY 10087-9820

If mailing in a payment, detach along dotted line and return top portion with your payment to insure credit to your account

[Pay your balance by Electronic Check](#)

[Additional Payment Information and Telephone Numbers](#)

K Statement Date 12/03/06

Student ID: N12345678

L Student: Mr. John Smith

Payment Due: 01/03/07

DATE	TERM	TRANSACTION	DEBITS	CREDITS	BALANCE
PRIOR TERM BALANCE					
			\$1,000.00		
TOTAL PRIOR TERM BALANCE					\$500.00
CURRENT TERM					
11/15/06	FALL 06	PELL GRANT		\$500.00	
12/5/06	SPRING 05	TUITION	\$15,787.00		
12/5/06	SPRING 05	REGISTRATION FEES	\$943.00		
12/5/06	SPRING 05	STUDENT HEALTH INSURANCE	\$256.00		
12/5/06	SPRING 05	HOUSING	\$4140.00		
12/5/06	SPRING 05	MEAL PLAN — TRADITIONAL PLAN	\$1875.00		
12/5/06	SPRING 05	PAYMENT — CHECK		\$500.00	
ANTICIPATED CREDITS					
12/5/06	SPRING 05	STAFFORD SUBSIDIZED LOAN		\$500.00	
12/5/06	SPRING 05	PLUS LOAN		\$400.00	
TOTAL CURRENT TERM BALANCE					\$21,581.00
TOTAL AMOUNT DUE					\$22,081.00

IMPORTANT: Above is a summary of your charges computed based on your tuition, registration fees, room and board charges, if any, and your credits. Please submit your payment to the Office of the Bursar no later than January 3, 2007.

[Pay your balance by Electronic Check](#)

[Click here for additional Payment Information and Telephone Numbers](#)

[Your Billing Rights](#)

If mailing a payment, please make all checks payable to "NEW YORK UNIVERSITY"

In person *Undergraduate/Graduate and Law school* payments should be made at the Bursar's office at 25 West 4th Street — Ground level
In person *Dental school* payments should be made at the Bursar's office at 345 East 24th street — Room #C118

- X Message Area:** This area contains information that we feel you should know.
- Y In-Person Payments:** The address where in-person payments can be made.
- Z Remittance:** To mail in a payment, tear off the top remittance portion and write the total Amount Enclosed in the space provide.
- ZZ Printable PDF version of E-bill:** Second way to print the Electronic bill. Use this button to print or save the e-bill to your computer desktop.

Electronic Bill (Statement of Account)

www.nyu.edu/bursar/ebill

The University's Electronic billing system is the official means of generating tuition bills to enrolled students. Electronic billing enables you to view your NYU tuition statement of account online, and also make electronic check payments toward your student account. You can also print or save a copy of your statement for future reference.

During the week of December 4, 2006, all registered graduate students received an e-mail at their official NYU e-mail address (netid@nyu.edu); notifying them an electronic bill for tuition, fees and housing is available. The e-mail provided this link www.nyu.edu/bursar/viewebill to the NYU Electronic bill website. During this initial visit to the NYU Electronic Bill website, students will create an E-bill User Name and Password. At that time, students can also invite parents or other authorized users to create their own electronic bill user profile.

After parents sign up, an e-mail notification will be sent to both the student and parent each time a new billing statement becomes available. Students can invite multiple users to receive their electronic bill.

Students can also have their electronic bill sent to a secondary e-mail address, if the student provides one to the University through the Albert Student Information System. For a list of Frequently Asked Questions please visit www.nyu.edu/bursar/ebill/faq.html

An Electronic bill notification will be e-mailed to you each month while you have an outstanding balance. Your Electronic bill (Statement of Account) shows charges and credits for the upcoming semester as well as any balance from a previous semester.

Please note: the Electronic bill is a monthly billing statement. Monthly bills are generated on these [billing dates](#) and you will only receive an electronic bill if you have a balance on your account. Payments made to your account (in response to your electronic bill), will be reflected in your next electronic bill if you have an outstanding balance.

How to View Payments

Payments are reflected on the Albert Information System on the next business day. Please log onto the **Albert Student Information System via NYUHome** (www.home.nyu.edu). Under the **Bursar** list of options, click the **<Account Balance>** link.

Credits listed on your E-bill

Credits listed on the Electronic bill include both actual financial aid and anticipated credits. Anticipated credits refer to aid that has been included in a student's financial aid package but has not been disbursed as of the date of the bill. Academic year earnings (work-study awards) are not deducted from your account balance. To check the status of your financial aid award, use NetPartner, a feature of the Financial Aid Web site at www.nyu.edu/financial.aid.

How to Change or Update Your Secondary E-mail Address

All students are assigned an NYUHome e-mail address. The configuration of this address is your NetID@nyu.edu (example: aqe@nyu.edu). Your NetID can be found on the back of your NYUID card.

You may also add/update a secondary address by logging on to the [Albert Student Information System](#), via [NYUHome](#). NYUHome validates your access based on your NetID.

- Once in NYUHome, click the **<Academics>** tab, then click **<Student Login>** on the ALBERT FOR STUDENTS box.
- After logging on to Albert's main page, select the **<Personal Profile>** tab, then select **<Email/Cell/Fax>** tab.
- Next, from the drop down menu select **<Email Address 2>** and press **<select>** button with your mouse to proceed with final instructions.

Tuition and Fee Schedule

www.nyu.edu/bursar/tuition.fees

The 2006-2007 Tuition and Fee Schedule is available online at the NYU Bursar website www.nyu.edu/bursar/tuition.fees.



Student Health Insurance

www.nyu.edu/health/insurance

If your statement includes a Student Health Insurance Plan Fee and you have completed or plan on completing the online enrollment and waiver process, you should deduct this amount when making your payment. However, if you fail to complete the online enrollment and waiver process by the **February 10, 2007 deadline**, indicating the details of your alternate insurance coverage, you will be enrolled in the plan and charged the insurance fee.

Insurance waivers or changes in plan enrollment must be made online via the Student Health Center Web site at www.nyu.edu/health/insurance. The enrollment and waiver process must be completed at the beginning of each academic year. Correspondence submitted to the Office of the Bursar cannot be processed.

For more information about the insurance plans and the online enrollment and waiver system, contact the Student Health Insurance Services Office at 212-443-1020 or visit the Web site at www.nyu.edu/health/insurance.

Deferred Payment Plan

www.nyu.edu/bursar/payment.info/plans.html

You may pay your tuition and, if applicable, your room and board in full by February 1, or you may pay half now and defer the other half until later in the term by participating in the Deferred Payment Plan. Whether you are paying half or all of your charges, please submit payment by February 1.

To defer payment, submit a deferred payment plan application by visiting the forms page on the Office of the Bursar Web site at www.nyu.edu/bursar/forms.

The Deferred Payment Plan allows you to extend tuition, room, and board payments over one semester. This plan allows you to pay 50 percent of your net balance due for the current spring 2007 term on the February 1, 2007, payment due date and defer the remaining 50 percent until later in the semester. The remaining 50 percent can be paid in two equal installments: March 1, 2007, and April 2, 2007.

A separate application and agreement is required for each term this plan is used. Any prior term balance must be paid in full. Simple interest of 12 percent per year is charged on all outstanding balances and accrues until payment is received. A late payment fee is assessed on payments received after the payment due dates.

If the University refers any unpaid accounts for collection, you will be held responsible for all associated charges including attorney's fees of up to one-third of the balance, to the full extent permitted by law.

For more information, visit the Payment Plans section of the NYU Office of the Bursar Web site at www.nyu.edu/bursar/payment.info/plans.html.

TuitionPay Plan (formerly AMS)

TuitionPay is an interest-free plan that allows for all or a portion of a student's expenses (including tuition, fees, room, and board) to be paid over a four-month period per semester—November through February for the spring semester. The last day to enroll for TuitionPay for the Spring semester was November 29, 2006.

If you have already enrolled with TuitionPay, your Statement of Account will indicate a credit for the amount of your scheduled current term payments. If you are not using the monthly payment plan to cover the full balance, then the remaining portion must be paid directly to NYU by February 1, 2007. For additional information, call 800-635-0120 or visit the TuitionPay Web site at www.tuitionpay.com.

Paying Your Bill

The balance due on your Statement of Account can be paid by electronic checks, personal checks, bank drafts, money orders, and/or credit cards. If your account requires payment by certified check or money order, you may not make payment by electronic check or personal check.

Pay by Electronic Check

A convenient way to pay your tuition balance is online by using an electronic check. Paying your bill by an electronic check will initiate the transfer of funds from your bank account within one to two business days. This service is free of cost. Payments can be made by accessing the NoCheck Web site at <https://nyu.nocheck.com>.

Electronic check payments made by 3 p.m. ET will be posted to the student's account at New York University on the next business day. Payments made after 3 p.m. ET will be posted on the second business day after the payment is made. Please note that payments made between 3 p.m. ET on Friday and 3 p.m. ET on Monday will be posted on Tuesday.

Please be advised that this service is not available if payment is being made from a home equity line of credit account or from a check drawn on your credit card account. You must submit your home equity line of credit check or your credit card check directly to the NYU Office of the Bursar.

Electronic check payment (continued)

For more e-check information, including a list of frequently asked questions, visit the Electronic Check section of the Office of the Bursar Web site at www.nyu.edu/bursar/payment.info/methods.echeck.html

Pay by Personal Check

If you are paying by personal check, the check must be payable to New York University in U.S. currency. Please write your University ID number on your check (this number is found on the back of your NYU ID card). Postdated checks will not be accepted. If a past check payment was returned due to insufficient funds, you must make payment with a certified check or money order.

Mailing Instructions:

Please mail the top remittance portion of your Electronic bill along with your check to:

**New York University
General P.O. Box 30826
New York, NY 10087-0826**

All mail that requires special handling (such as U.S. Postal Service Certified Mail or Express Mail, FedEx, UPS, etc.) must be mailed to:

**New York University
Office of the Bursar
7 East 12th Street, 7th Floor
New York, NY 10003-4475**

Pay by Credit Card

If you choose to pay by credit card, you must use PhoneCharge, an outside service, to make the payment. The Office of the Bursar will not process credit card payments via telephone, fax, mail, or in person. Any credit card payments sent directly to the Office of the Bursar will be returned unprocessed. You may use American Express, Discover Card, or MasterCard when making your payment using PhoneCharge. A convenience fee of 2.5 percent of the amount of the payment will be charged by the service to the cardholder. Payments can be made to PhoneCharge by calling the toll-free number, 877-527-7851 (within the U.S.), or 203-732-7639, ext. 236 (outside the U.S.), or by accessing their Web site at www.paybyinternet.com/nyu.

Access PhoneCharge While on Albert

While you are checking your student account balance on Albert, you can also link directly to PhoneCharge.

- Log on to the Albert Student Information System, via NYUHome at www.home.nyu.edu. NYUHome validates your access based on your NetID.
- Once in NYUHome, click the Academics tab, then click Albert.
- After logging on to Albert's main page, select the Bursar tab, then select Account Balance, and click the Credit Card Payment button.

Payments made by 4 p.m. ET will be posted to the student's account at New York University on the next day. Payments made after 4 p.m. ET will be posted on the second day after payment is made. Please note that payments made between 4 p.m. ET on Saturday and 4 p.m. ET on Monday will be posted on Tuesday.

General questions about the calculation of tuition charges and related payments can be answered by the Office of the Bursar, 212-998-2800. You can also directly e-mail a specific department in the Office of the Bursar through our Web site contact page at www.nyu.edu/bursar/contact. Specific questions regarding charges and credits originating from other departments should be directed to the office responsible. Please refer to the listing of University telephone numbers provided at www.nyu.edu/bursar/your.account/numbers.html and on the inside front cover of this booklet.

Official Withdrawal

If you decide not to attend NYU, you must officially withdraw—even if no payment is due. If you do not officially withdraw, you will be held responsible for all charges. Please remember that the act of registering generates related tuition charges for which you are financially responsible. If for some reason you register and then decide not to take classes this spring, you must officially drop or withdraw from courses through the Office of the University Registrar *before* the first day of classes (**January 16, 2007**) in order to cancel all charges incurred by registering. Otherwise, as a registered student, you will be subject to the University Refund Schedule (see **page 11** of this booklet) regardless of whether or not the payment has been submitted.

A finance charge is imposed on all unpaid student accounts from the first day of classes until the outstanding balance is paid in full. Please see the section called Your Billing Rights (**page 11** of this booklet) for additional information.

The University reserves the right to withhold registration material and all information related to the record of any student who is behind in payment of tuition, fees, loans, or other charges (including those for interest, housing, dining, or other activities or services) so long as any balance remains.

Third-Party Payments

To receive credit for an anticipated payment by a third party (parents and relatives are not considered third parties), you must submit a letter of authorization on your sponsoring company's letterhead to the Office of the Bursar. All third-party authorization letters must be submitted by the February 1, payment date. A separate letter of authorization is required for each semester, and all letters are subject to review.

At a minimum, authorization letters must include the following information:

- The student's name and University ID number
- The semester(s)/academic year covered
- The number of points or course work covered
- The dollar or percentage limit (tuition and/or fees) if applicable
- The sponsoring company's name, billing address, contact person, and telephone number.

Third Party Payments (continued)

We do not extend credit for third-party payments that are contingent upon course completion or a specified grade.

After you have submitted the Third Party Sponsor letter for the Spring 2007 semester and have been approved for Third Party credit; your Third Party Sponsor will receive a separate billing statement from the Office of the Bursar.

It is not necessary for Third Party Sponsors to sign up for Electronic billing.

The Office of the Bursar sends this individual statement because it reflects the courses you are taking, as well as the charges the Third Party Sponsor has agreed to pay to the New York University on your behalf.

If you are not submitting a Third Party Sponsor letter to the Bursar's office because your sponsor plans to give the check directly to you for payment, you may want to print or forward a copy of your Electronic bill to them.

The extension of credit by the University for an anticipated third-party payment does not relieve a student from any financial responsibilities to New York University. If payment is not received from the third party, a student will be held liable for all charges and any interest that may have accrued on his or her account.

For more information about Third Party Payments, visit www.nyu.edu/bursar/payment.info/methods.third.party.html

Student Loans

Your statement will show an anticipated credit for a federal student loan if you completed the Master Promissory Note (MPN) process and if you qualify according to federal regulations. The amount of this credit (or credits) is only an estimate and may be reduced by your lender for origination fees. When your actual Federal Subsidized or Unsubsidized Stafford Student Loan and/or Federal PLUS loan funds are received, we will apply the funds to your account and bill you for the difference, if any. If the credit does not appear, it is because we have not yet been informed that your loan was approved.

Loan Approval

If a Federal Subsidized or Unsubsidized Stafford Student Loan was suggested in your award letter, the loan should already be automatically approved if you signed a Master Promissory Note (MPN) within the last 10 years. If a Federal PLUS loan was suggested and you completed the MPN, the PLUS loan should also now be approved.

To verify your loan approval, call your lender (bank, savings and loan, credit union) and/or the state office to which you applied for your loan. In New York, call 800-642-6234; you may also check the New York State Higher Education Services Corporation Web site at www.hesc.com.

If you are sure that your lender has approved your loan, write "loan pending," subtract one-half of the amount of the loan (less applicable fees; check with your lender) on your Payment Worksheet (found on page 12 of this booklet or at www.nyu.edu/bursar/pdf/pmtworksheet.pdf), and return the worksheet with your payment. We will confirm your information and, if the approval has arrived in the interim, give you credit for the amount you specified. If you received an anticipated credit and do not plan to borrow, please disregard this credit and pay the revised balance.

If you have not yet submitted your MPN, do so immediately by calling 888-697-4372 for instructions. You can also complete the MPN process electronically on the New York State Higher Education Services Corporation Web site at www.hesc.com. The initial process can take up to four weeks, and credit cannot be extended until your eligibility is confirmed, the MPN is received, and your loan is approved.

Loan Disbursement

All student loan funds are sent directly to the Office of the Bursar in the form of either a two-party check made out to both the student and New York University or by electronic funds transfer (EFT). When we receive your check, we will write to you, notifying you that your check is awaiting endorsement. After you sign the check, it will be applied to your account. When we receive your EFT, we will automatically credit your account if you meet the eligibility requirements. Federal PLUS loans are copayable to the University and you. If the funds are disbursed as a check, the check will be forwarded to you for signature. Upon return of the endorsed PLUS loan, the check will be credited to your account. Please note that the University does not extend credit for your PLUS loan until it is officially approved by your lender.

Canceling a Loan or Loan Disbursement

If you wish to cancel a loan or loan disbursement received by EFT, you must inform us. You can do so by completing a **Request to Return Loan Funds** letter and mailing it to the Office of the Bursar. The letter and mailing instructions can be obtained from our website at www.nyu.edu/bursar/forms. If we receive the cancellation request later than the first day of the payment period or within 14 days after the date we sent you notice explaining your right to cancel, we must return the loan proceeds to the holder of the loan, cancel the loan, or both. If you have received lender approval on a private loan, you may take credit for such a loan (if a credit is not already included on your statement) by completing the Payment Worksheet, found on page 12 of this booklet or at www.nyu.edu/bursar/pdf/pmtworksheet.pdf). If you wish to cancel or reduce an approved loan before we receive the funds, you must contact your lender directly. Note: You must also notify the Office of Financial Aid if you cancel any type of loan or loan disbursement. Please contact them at www.nyu.edu/financial.aid.

Federal funds will be used to pay non-institutional charges and prior term balances unless the borrower sends written notification to the Office of the Bursar offering other instructions.

(Loans continued):

Please respond to notification letters quickly. Any temporary credits extended to a student against an anticipated loan will expire within 30 days of the term. If you have applied this credit against your charges on your Statement of Account and your check is not received and endorsed within 30 days, or funds to be received by electronic transfer are not received and applied to your account within three business days of receipt, you will be charged interest at a rate of 12 percent per year.

Students who do not complete registration on a timely basis are at risk of having their loan funds returned to their lending institution and will have to start the loan process all over again.

How to Check the Status of Your Loans

You may check the status and disbursement schedule of your student loan(s) by logging on to the Albert Student Information System via NYUHome (www.home.nyu.edu). NYUHome validates your access based on your NetID.

- Once in NYUHome, click the **<Academics>** tab, then click **<Albert>**.
- After logging on to Albert's main page, select the **<Bursar>** tab, and then select **<Loan Status>**.

New York State Tuition Assistance Program (TAP)

We have credited your spring account in an amount equal to your fall award. When New York State notifies us of your actual TAP grant, we will adjust your account accordingly and bill you for the difference, if any.

Please disregard this credit if you are not a matriculated, permanent resident of New York State registered for 12 or more points. Please be aware that the New York State Higher Education Services Corporation requires that all TAP recipients maintain certain academic standards in order to receive a TAP award.

Refunds

www.nyu.edu/bursar/refunds

Refund checks may be issued due to course withdrawal (in accordance with the University Refund Schedule, **page 11**), student loans, excess aid (such as scholarships or grants), or overpayment.

Refund Resulting from a Course Withdrawal

If you withdraw from a course or withdraw completely, your registration is subject to the University Refund Schedule policy (**page 11**). You must fill out a Refund Application (which can be found on the Bursar's Web site at www.nyu.edu/bursar/forms), if the refund schedule allows for a refund.

Refund Resulting from a Loan

If the receipt of your student loan results in a credit balance, a refund check in your name will automatically be mailed to you. Students receiving federal aid who withdraw completely may be billed for remaining NYU account balances resulting from the mandatory return of funds to the U.S. government. Contact us at 212-998-2818 for more details.

Refund Resulting from Student Aid or Overpayment

If your tuition account has a credit balance because of excess aid, (such as scholarships or grants) or overpayment, you must complete the Refund Application at www.nyu.edu/bursar/forms.

Fastest Way to Receive Your Refund

Direct Deposit is the fastest and most secure way to receive your refund. By electing this option, a student's refund will be directly deposited into their checking account, at the financial institution of choice, which will ultimately be faster than waiting for the check to arrive in the mail. For more information on Direct Deposit and for an authorization form, visit the Bursar's website at www.nyu.edu/bursar/refunds/direct.deposit.html .

Spring 2007 Refund Schedule

First day of classes – January 16, 2007

Withdrawal prior to the opening day of classes	(prior to 1/16/2007)	100% Tuition and Fees
First calendar week of classes	(1/16/2007 - 1/22/2007)	100% Tuition Only
Second calendar week of classes	(1/23/2007 - 1/29/2007)	70% Tuition Only
Third calendar week of classes	(1/30/2007 - 2/05/2007)	55% Tuition Only
Fourth calendar week of classes	(2/06/2007 - 02/12/2007)	25% Tuition Only
After the fourth calendar week	(2/13/2007 & forward)	No Refund

For more information, contact the Refund Department, Office of the Bursar, at 212-998-2818.

Your Billing Rights

Keep this notice for future use.

This notice contains important information about your rights and our responsibilities under the Fair Credit Billing Act.

Notify us in case of errors or questions about your bill. If you think your bill is wrong, or if you need more information about a transaction on your bill, write to us on a separate sheet of paper (not on your billing statement) at the Office of the Bursar, New York University, 7 East 12th Street, 7th Floor, New York, NY 10003-4475. Write to us as soon as possible. We must hear from you no later than 60 days after we sent you the first bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and University ID number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are not sure about.

Your Rights and Our Responsibilities After We Receive Your Written Notice

We must acknowledge your letter within 30 days of its receipt by us, unless we have corrected the error by then. (Within two billing cycles [and no more than 90 days], we must either correct the error or explain why we believe the bill is correct.)

After we receive your letter, we cannot try to collect any amount you question or report you as delinquent. We can continue to bill for the amount in question including finance charges. You do not have to pay any questioned amount while we are investigating, but you are still obligated to pay the parts of your bill that are not in question.

If we find that we made a mistake on your bill, you will not have to pay finance charges related to any questioned amount. If we didn't make a mistake, you may have to pay finance charges, and you will have to make up any missed payments on the questioned amount. In either case, we will send you a statement of the amount you owe and the date that it is due.

(Continued)**Your Rights and Our Responsibilities
After We Receive Your Written Notice**

If you fail to pay the amount that we think you owe, we may report you as delinquent. In the event that our explanation does not satisfy you and you write to us within 10 days telling us that you still refuse to pay, we must tell anyone we report you to that you have a question about your bill. We must also tell you the name of anyone we reported you to. We are obligated to tell anyone we reported you to that the matter has been resolved once everything is finally settled.

If we do not follow these rules, we cannot collect the first \$50 of the questioned amount, even if your bill was correct.

Bursar Forms:

Please visit the Forms page on the Office of the Bursar website www.nyu.edu/bursar/forms for a copy of the:

- **2006-2007 Deferred Payment Plan Application and Agreement**
- **Refund Direct Deposit Application**

Payment Worksheet

This worksheet should be used to calculate your payment. Please return it with the remittance portion of your bill, the amount payable, and all required attachments by the payment deadline.

Please fill in your name and student ID number.

Student Name _____

University ID Number: **N** _____

Current Term Due \$ _____
(See Electronic Bill — Statement of Account)

Credits and Deductions

Tuition Remission \$ _____
(for eligible NYU employees/dependents)

Private Loan(s) \$ _____

Third Party \$ _____

Other — Explain

Total Deductions — _____

Amount Due — Current Term = _____

NYU Deferred Payment Plan — _____
(1/2 of Amount Due — Current Term)

Amount Payable — Prior Terms + _____

Total Amount Due \$ _____
(in U.S. Dollars)

Required Attachments

- Completed Deferred Payment Plan Application
- Authorized Letter from Third Party
- Private Loan Approval Letter(s) from Lender(s)