

# Understanding your Statement

A Students and Parents guide to  
NYU payment & billing information

School of Law Guide  
Fall 2009



**New York University**  
Office of the Bursar  
[www.nyu.edu/bursar](http://www.nyu.edu/bursar)

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## Important Dates

Fall Payment Deadline.....	August 10, 2009
First Day of Classes.....	August 26, 2009
Fall Deferred Payment Plan	
First Payment .....	October 19, 2009
Second Payment.....	November 9, 2009

## 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
Records and Registration.....	212-998-6040
Office of Student Financial Services.....	212-998-6050
Office of International Students & Scholars	212-998-4720
Department of University Housing.....	212-998-6510
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](http://www.nyu.edu/bursar)

## Financial Clearance

Course selection is the first step of the registration process at New York University. In order to register, you must not be in arrears for any past University charges or loans. The registration process is complete and official when you pay your bill and you are financially cleared. You will be financially cleared if the amount due on your Fall 2009 Statement of Account is received by August 10, 2009.

If you have enrolled for classes but do not meet the August 10, 2009 payment deadline, you will be denied access to University facilities such as Bobst Library, Coles Sports and Recreation Center and the Palladium Athletic Facility.

We strongly recommend that you meet the payment deadline of August 10 and verify your financial clearance for the Fall 2009 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](http://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 **<School of Law>**.
- Use the **<Term of Registration>** drop-down box to select **<Fall Semester, 2009>**. 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 you register and then decide not to take classes this Fall, you must officially drop or withdraw from your courses through the School of Law Records and Registration Office *on or before* the first day of classes (August 26, 2009) 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.**

## Electronic Bill (Statement of Account)

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 July 14, 2009, all registered law students received an e-mail at their official NYU e-mail address ([netid@nyu.edu](mailto: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](http://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 by selecting the "My Profile" tab and then clicking the "Invite Other Payer" button.

After parents or other authorized users sign up, an e-mail notification will be sent to both the student and parent/authorized user 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](http://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 ([www.nyu.edu/bursar/billschedule](http://www.nyu.edu/bursar/billschedule)) 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. If you do not have a balance, a new e-bill will not be generated until a new balance is on your account.

### 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](http://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.

### 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 ([www.home.nyu.edu](http://www.home.nyu.edu))**. 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](http://www.nyu.edu/bursar/tuition.fees)

The 2009-2010 Tuition and Fee Schedule is available online at the NYU Bursar website [www.nyu.edu/bursar/tuition.fees](http://www.nyu.edu/bursar/tuition.fees).



## Student Health Insurance

[www.nyu.edu/health/insurance](http://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 **September 30, 2009 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](http://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 via e-mail: [health.insurance@nyu.edu](mailto:health.insurance@nyu.edu), or visit the Web site at [www.nyu.edu/health/insurance](http://www.nyu.edu/health/insurance).

## Deferred Payment Plan

[www.nyu.edu/bursar/payment.info/plans.html](http://www.nyu.edu/bursar/payment.info/plans.html)

You may pay your tuition and, if applicable, your room and board in full by August 10, or you may also choose to participate in the Deferred Payment Plan, which allows you to pay 50% of your balance by the August 10, 2009, and defer the remaining amount until later in the term. Whether you are paying half or paying in full, please submit payment by August 10.

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](http://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 Fall 2009 term on August 10, 2009 and defer the remaining 50 percent until later in the semester. The remaining 50 percent is paid in two equal installments due October 19, 2009, and November 9, 2009.

This plan includes a non-refundable application fee of **\$50.00**, which is to be included with the initial payment on the August 10, 2009 payment due date.

A separate application and \$50.00 fee are required for each semester this plan is used. Any prior term balance must be paid in full. A late payment fee is assessed on any late payments. In addition, interest of 1% per month on the unpaid balance will be assessed if payment is not made in full by the final installment due date.

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](http://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—June through September for the Fall semester, and November through February for the Spring semester. The last day to enroll for **TuitionPay is July 27, 2009**. A non-refundable \$50.00 enrollment fee is required when applying for the Fall/Spring plan. You must enroll in both the Fall/Spring plan.

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 August 10, 2009. For additional information, call 800-635-0120 or visit the TuitionPay Web site at <https://tuitionpay.salliemae.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 by using an electronic check online. 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](http://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**

**\*\*\*Please Note:** If you are sending a payment by mail, the fastest way for the Bursar's office to receive it is by FedEx, UPS or DHL.

### Pay by Credit Card

If you choose to pay by credit card, you must use BillMatrix (formerly CheckFree), 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 BillMatrix. 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 BillMatrix by calling the toll-free number, 877-527-7851 (within the U.S.), or 214-256-7445 (outside the U.S.), or by accessing their Web site at [www.nyu.edu/bursar/creditcard](http://www.nyu.edu/bursar/creditcard).

### Access Credit Card While on Albert

While you are checking your student account balance on Albert, you can also link directly to BillMatrix (formerly CheckFree).

- Log on to the Albert Student Information System, via NYUHome at [www.home.nyu.edu](http://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](http://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](http://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 you register and then decide not to take classes this Fall, you must officially drop or withdraw from courses through the School of Law Records and Registration Office *on or before* the first day of classes (**August 26, 2009**) 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) 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

Some law students receive external scholarships and/or a tuition payment benefit from their employer. In order 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 August 10 payment date. A separate letter of authorization is required for each semester, and all letters are subject to review.

## Third Party Payments (continued)

At a minimum, Third Party 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.

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 Fall 2009 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 New York University on your behalf.

If 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](http://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/default fees (check with your lender). When your actual Federal Subsidized or Unsubsidized Stafford Student Loan funds and/or Federal Graduate PLUS loans 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 Graduate PLUS loan was suggested and you completed the MPN and were credit approved, 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.

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](http://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. If you are using the New York State Higher Education Services Corporation (HESC) for the MPN process, you can complete it electronically on the HESC website [www.hesc.com](http://www.hesc.com) or contact them at 1-888-697-4372 for instructions. (If you would prefer not to use HESC, contact the NYU School of Law Office of Student Financial Services at 212-998-6050).

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 loan checks 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 the Office of Student Financial Services at the Law School as well as the Office of the Bursar. 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 Web site at [www.nyu.edu/bursar/forms](http://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](http://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 Student Financial Services if you cancel any type of any type of loan or loan disbursement. Please contact them at [www.law.nyu.edu/depts/financialaid](http://www.law.nyu.edu/depts/financialaid).

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 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](http://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)**

The Tuition Assistance Program (TAP) is a New York State Grant that is available to students that are New York State residents. The Program provides awards to qualified full-time students. If an estimated amount appears on your statement, it is because we do not yet know the exact amount you will receive from the state. The estimated amount appears as "Anticipated Grant — TAP" on your statement. 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](http://www.nyu.edu/bursar/refunds)

Refund checks may be issued due to course withdrawal (in accordance with the University Refund Schedule, page 11 of this booklet), 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](http://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](http://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 Web site at [www.nyu.edu/bursar/refunds/direct.deposit.html](http://www.nyu.edu/bursar/refunds/direct.deposit.html).

## Fall 2009 Refund Schedule

### First day of classes – August 26, 2009

Withdrawal through the Official First Day of the Semester (August 26, 2009)	(prior to 8/27/2009)	100% Tuition and Fees
August 27, 2009 through the end of the first calendar week of classes	(8/27/2009 - 9/1/2009)	100% Tuition Only
Second calendar week of classes	(9/2/2009 - 9/8/2009)	70% Tuition Only
Third calendar week of classes	(9/09/2009 - 9/15/2009)	55% Tuition Only
Fourth calendar week of classes	(9/16/2009 - 9/22/2009)	25% Tuition Only
After the fourth calendar week	(9/23/2009 & forward)	No Refund

Please note that **ALL** fees (including school related fees) are non-refundable after the Official First Day of the Semester.

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

## Tuition Insurance

The Tuition Refund Plan is offered as an elective insurance plan that is designed to extend the University's published refund policy.

The plan is administered by A.W.G. Dewar. If you have any questions, please contact A.W.G. Dewar at 617-774-1555 or visit their Web site at [www.collegerefund.com](http://www.collegerefund.com).

## 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 New York University, Office of the Bursar, 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 did not 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](http://www.nyu.edu/bursar/forms) for a copy of the:

- **2009-2010 Deferred Payment Plan Application and Agreement**
- **Refund Direct Deposit Application**

### Payment Worksheet Required Attachments:

If submitting the payment worksheet (found on the right), please attach the following:

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

## Payment Worksheet

This worksheet should be used to calculate your payment. Please return it with the remittance portion of your bill, the total amount due, 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)  
(Tuition Remission is processed online via [NYUHome](http://NYUHome) ([www.home.nyu.edu](http://www.home.nyu.edu))) \$ \_\_\_\_\_

Private Loan(s) \_\_\_\_\_ \$ \_\_\_\_\_

Third Party \_\_\_\_\_ \$ \_\_\_\_\_

Other — Explain \_\_\_\_\_

Total Deductions — \$ \_\_\_\_\_

Amount Due — Current Term = \$ \_\_\_\_\_

### DEFERRED PAYMENT PLAN SECTION

Only complete this section, if you also submitted a Deferred Payment Plan form found at [www.nyu.edu/bursar/forms](http://www.nyu.edu/bursar/forms)

Net Amount Due for Current Term:	\$ _____
Subtract Deferred Amount (50% or less of Net Amount Due)	—
Subtotal	\$ _____
Add a Non-refundable \$50.00 Application Fee	<b>\$50.00</b>
Initial Payment	\$ _____

Take the “Initial Payment” amount and add it to the “Amounts Payable for Prior Terms” box below

Add any Amounts Payable for Prior Terms + \$ \_\_\_\_\_

**Equals the Total Amount Due** = \$ \_\_\_\_\_  
(in U.S. Dollars)