



OFFICE OF THE BURSAR  
GRADUATE DIVISION  
HENRY KAUFMAN MANAGEMENT CENTER  
44 WEST FOURTH STREET, SUITE 6-110  
NEW YORK, NY 10012-1126  
TEL: 212-998-0630  
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# Tuition & Fees Worksheet

## Payment Form

### Summer 2007

**\*\*YOUR REGISTRATION IS NOT COMPLETE UNTIL THE BURSAR RECEIVES THIS FORM WITH YOUR PAYMENT\*\***

A. PERSONAL INFORMATION	
Name: (Last, First)	Student ID#: <u>N</u> _____

B. CHARGES (refer to the Tuition & Fee Schedule to calculate charges)	Total Cost:
1. Total Credits for the Summer Semester _____ (Tuition + Fees)	\$
2. Health Insurance Required for: (a) International students with F-1 or J-1 Visas <b>(\$556.00)</b> (b) Domestic students taking 12 credits or more <b>(\$373.00)</b>	\$
3. Non-Credit Business Writing Workshop <b>(\$250.00)</b>	\$
<b>Total Charges:</b>	\$

C. CREDITS	Total Credits:
1. Tuition Remission (for eligible NYU employees/dependents)	\$
2. Summer Portion of Scholarship	\$
3. Summer Tuition Remission for Graduate Assistants/Teaching Fellowships (Include a copy of the completed contract with all required signatures)	\$
4. Summer Portion of Subsidized and Unsubsidized FEDERAL STAFFORD LOAN (Only include this if the Financial Aid Office has certified the Federal SSL) To be eligible you must be enrolled at least half-time (a minimum of six credits per semester)	\$
5. Summer Portion of Approved Private Loan (Enclose a copy of the lenders approval notice. Do not include any private loan sources unless you have received an approval letter from the lender)	\$
6. Any Other Resources: Company/Outside Organization Sponsorship (Must enclose copy of letter/voucher for billing)	\$
7. Credit Card Payment Amount via Phone Charge: CONFIRMATION NUMBER _____ (If you processed your payment via the Phone Charge Web site, attach a copy of the Web confirmation page)	\$
8. E-Check Payment Amount via NoCheck: Confirmation Number _____ (Please attach a copy of the Web Confirmation for your E-Check payment)	
<b>Total Credits:</b>	\$ --

**(Total Charges minus Total Credits) TOTAL PAYMENT DUE:  
MAKE CHECK PAYABLE TO NEW YORK UNIVERSITY**

\$
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# HOW TO USE YOUR FINANCIAL AID TO PAY YOUR TUITION

**\*\*Please read the following information before you fill out the reverse side of this form.\*\***

There are several types of financial aid that can be used towards the payment of your tuition charges each semester. These are:

- ✓ **Stern Scholarships & Fellowships**
- ✓ **Teaching Fellowships/Graduate Assistantships**
- ✓ **Federal Subsidized Stafford Student Loans**
- ✓ **Private Loans**
- ✓ **Federal Unsubsidized Stafford Student Loans**

Please read the following information to determine which type of financial aid you have and indicate it on the reverse side of this form:

⇒ **Teaching Fellowships/Graduate Assistantships**

If you have been hired as a teaching fellow or graduate assistant for a department, you must complete a contract AND RETURN TO:  
**Teaching Assistance Center, KMC 7<sup>th</sup> Floor, Room 7-158**

⇒ **Federal Subsidized Stafford / Federal Unsubsidized Stafford**

If you are certified as eligible for a Federal Subsidized Stafford or Federal Unsubsidized Stafford Loan, a credit for the semester portion of the loan will be available in the Bursar's Office. To be eligible you must be enrolled at least half-time (a minimum of six credits per semester). This credit will enable you to register without the actual loan receipt of the proceeds, (which takes approximately 8-12 weeks to arrive).

**Federal Subsidized and Unsubsidized Stafford credits are not actual payment.** If an actual loan check is at the Bursar's office, you must go there to sign it. **It is your responsibility to make sure the loan checks are received by NYU and that you sign them within 10 days of their receipt.**

⇒ **Private Loans**

You may only include a private loan as part of your payment if you have been approved for the loan by both the Stern Financial Aid Office and the private lender. Do not include any private loan sources unless you have received an approval notice from the lender. Attach a copy of the lender's approval notice to this form.

**PLEASE NOTE: If you receive additional financial aid after you have already settled your account with the Bursar's Office, you must notify the Bursar's Office of the additional funds to your account.**