

Spring 2025 | Billing Information

Payment for tuition, fees, and related charges are due January 08, 2025. Failure to pay the bill by the due date may result in changes to your course schedule, see billing policy.

NYS residents save up to \$2942.50 with a Certificate of Residence from your home county.

Spring classes begin January 27, 2025

How your charges are calculated:

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

For more information on the Certificate of Residence see:

- <https://www.tompkinscortland.edu/admissions/certificate-residence>.
- Charges for fees are based on your enrollment. You can view the fee definitions and amounts at, <https://www.tompkinscortland.edu/admissions/mandatory-fees>. You can view the full fee schedule at, <https://www.tompkinscortland.edu/sites/default/files/documents/24-25%20Fees.pdf>.
- You can check your myTC3 account for real time information regarding your student account balance. myTC3 – Self Service – Finances -- Balance
- Applicable charges for housing and meal plans are also a part of your tuition statement.
- If you have completed your FAFSA, your financial aid (applied or anticipated) will show on your tuition statement. If you are expecting financial aid and it is not reflected on your tuition statement, verify that you have fully completed your FAFSA and no additional information has been requested. You may check your financial aid award by logging into your myTC3 account.

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

- Any change you make to your schedule may have an effect on your statement. This includes adding or dropping a course as well as changing sections of the same course.
- If you make changes to your schedule online or in person, you are responsible for checking your myTC3 account for updated information regarding your student account balance.
- You can check your myTC3 account for real time information regarding your student account balance. myTC3 – Self Service – Finances -- Balance

Paying your tuition statement:

To pay your bill online:

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

Payments may also be made by phone 607-844-6580, by mail, or in person in the Enrollment Services Center.

Payment plan options are also available through Nelnet. You can access this in the myTC3 Self Service > Finances > Make A Payment.

If you decide not to attend the semester:

- You must notify the College **before** the first day of the semester if you decide not to attend to avoid tuition and fee liability. You may do this in person/ virtual office, by mail, or by email [_ \(regbilling@tompkinscortland.edu\)](mailto:regbilling@tompkinscortland.edu).
- Continuing students who have their advisor's authorization, may drop their courses on-line through myTC3 Self-Service **before** the first day of the semester.

Tuition Refund Policy

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

Prior to the start of classes	0% Fee (Full Refund of charges) – Prior to January 27, 2025
During the first week of classes	25% Fee (75% refund)-- January 27 – February 01, 2025
During the second week of classes	50% Fee (50% refund) – February 2 – February 7, 2025
During the third week of classes	75% Fee (25% refund) – February 08 – February 14, 2025
After the third week of classes	100% Fee (No refund issued) –Feb 15, 2025 and later

Important notices:

- Failure to notify the College that you will not be attending once the semester has started (even if you never attend any courses) will result in you incurring tuition, fees, and, if applicable, housing charges.
- Failure to officially withdraw or drop your classes can affect your academic record and your future financial aid eligibility.