As many of you know, the Bursar’s Office recently sent emails to students who have an outstanding balance due the school. Many of these students received a notice that they owe a program adjustment fee of $18. The University Tuition and Fee Manual requires this fee to be charged for add/drop transactions initiated the first day of the semester or later. We understand that a large percentage of these fees were assessed to students who were required to adjust their programs after the semester began (as a result of a level change, consultation with the professor, etc.). We were able to automatically waive this fee when Banner was our administrative system. We no longer have the ability to globally waive the program adjustment fee in the CUNYfirst environment. We have therefore created a Program Adjustment Appeal Form (attached).

The appeal process requires students to complete the attached form and submit it to the academic program for approval (assuming the program approved or initiated the late adjustment). The completed form should be submitted to the Office of the Registrar, we will affix our approval stamp and the form will be sent to the Bursar’s Office for processing.

Thank you for your understanding and cooperation with this matter.

Vincent De Luca
PROGRAM ADJUSTMENT FEE APPEAL FORM

STUDENT INFORMATION

_________________________________________
EMPLID (CUNYFirst ID)

__________________________________________________________________________________________________
Name: Last                                                First                                                           MI
____________________________________________________________________________________                       _____________________________________________
Current Street Address                                                                                                                   Day Phone
____________________________________________________________________________________                       ____________________________________________
City                                                        State                                          Zip       Email
____________________________________________________________________________________                       ____________________________________________
Academic Program

PROGRAM ADJUSTMENT AGREEMENT & RECOMMENDATION

I am requesting a refund for the “Program Adjust Fee” for the ________________________________ semester.

I understand that if my appeal is granted, this is a one-time exception and that official CUNY tuition policy states that students will be assessed an $18 program adjustment fee for any changes made on/or after the first day of the semester:

Student Signature:  _____________________________________________________________________________________ Date: _______________________________

The student’s program recommends that the program fee be waived.

Program Authorization: ___________________________________________  Date: _______________________________