

From: "Deluca, Vincent" <VDeluca@gc.cuny.edu>

Subject: Those \$18 Program Adjustment Fees

Date: October 31, 2018 at 9:55:39 AM EDT

To: Assistant Program Officers <APO@gc.cuny.edu>

Cc: Executive Officers <EO@gc.cuny.edu>, Bursar Office <bursar@gc.cuny.edu>

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

Office of the Registrar

365 Fifth Avenue Rm 7201 New York, NY 10016-4309 / p: 212.817.7500 f: 212.817.1627 / registrar@gc.cuny.edu / www.gc.cuny.edu



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: _____