



### RETURNING STUDENTS LANDER COLLEGE FOR WOMEN THE ANNA RUTH & MARK HASTEN SCHOOL Tuition and Fees Memo

The Student Services Department would like to welcome you back to Touro College and University System. The purpose of this memo is to provide our students with information to help them successfully register for classes and understand their financial obligations and aid options.

For more details please visit our website at [www.touro.edu](http://www.touro.edu).

#### FROM THE OFFICE OF THE REGISTRAR

#### IMPORTANT DATES AND CODES

|   |                                  |
|---|----------------------------------|
| <b>Registration begins</b>                  | <b>Monday, December 4, 2017</b>  |
| <b>Registration ends</b>                    | <b>Friday, December 22, 2017</b> |
| <b>Spring semester begins</b>               | <b>Sunday, January 28, 2018</b>  |
| <b>First day of classes—Spring semester</b> | <b>Monday, January 29, 2018</b>  |

*YOU ARE RESPONSIBLE FOR YOUR REGISTRATION*

Students, please be advised that registration will only be processed for students who

- have no outstanding financial obligations
- have completed their tuition deposit requirements
- have no academic holds to register
- have activated their TouroOne account and TouchNet account.

*Do you need to contact us?  
Turn to the Contact Us page at the end of this memo for details*

Although the Registrar's Office monitors the records of on-line registrants, it cannot assume responsibility for your errors or any attempts to circumvent the system, which may have serious consequences for you. This holds true whether such problems are discovered immediately or later on in your academic career at Touro. Be sure to double check the printout of your schedule to confirm that you have registered correctly. All students must be registered in order to attend class.



### FROM THE FINANCIAL AID OFFICE

In order to be considered for financial aid for the 2017-2018 academic year you must: apply for the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Paper forms are no longer available.

You will need to complete the application using your 2015 (1040, 1040A, 1040EZ, or foreign) income tax and W-2 forms. In order to sign the FAFSA application electronically, you must first have your FSA ID. An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites. Your FSA ID identifies you as someone who has the right to access your own personal information on ED websites such as the *Free Application for Federal Student Aid (FAFSA)* at [fafsa.gov](http://fafsa.gov). If you are a parent of a *dependent student*, you will need your own FSA ID if you want to sign your child's FAFSA electronically. If you have more than one child attending college, you can use the same FSA ID to sign all applications. *Please note: Each FSA ID user must have a unique email address.* Once you have received your FSA ID, complete and submit the FAFSA online and contact the Office of Financial Aid within five business days to verify that our college received your FAFSA.

New applications must be filed each year. If you need information or assistance in completing this application, please contact Cheryl Bernath at [Cheryl.bernath@touro.edu](mailto:Cheryl.bernath@touro.edu) or 718-252-7800 ext. 59259.

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### FROM THE OFFICE OF THE BURSAR

Please be advised that if you have applied for Financial Aid and were not awarded full coverage of tuition, you must pay a deposit of \$1,000.00 on or before November 29. The remaining balance must be paid by February 26 or you must sign up for an online Payment Plan. This will afford you a convenient and automatic method to pay for your education without incurring additional debt or interest.

| <b>TUITION – FULL TIME STUDENTS (12-18 CREDITS)</b> |   | <b>\$9,585.00</b> |
|---|---|-------------------|
| <b>Spring semester</b>                              |   |                   |
| <b>Fee</b>  | <b>Deadline</b>                               | <b>Amount</b>     |
| Tuition Deposit*                                    | November 29, 2017                             | \$1,000.00        |
| Balance of Tuition                                  | February 26 (unless a payment plan is set up) | \$8,585.00        |
| Tuition – per credit (1-11 credits)                 | February 26 (unless a payment plan is set up) | \$800.00/credit   |

***\*The tuition deposit MUST be paid by November 29, 2017. Any tuition deposit made after November 29 will incur a late fee of \$250.***

| <b>STANDARD FEES</b>  |          |
|---|----------|
| Administrative Fee per semester (non-refundable) – <b>due by</b> February 26                  | \$300.00 |
| Technology Fee per semester – <b>due by</b> February 26                                       | \$100.00 |
| Laboratory Fee (per course) – <b>due by</b> February 26, <b>if it applies</b>                 | \$100.00 |
| ProctorU Final Exam Fee (per online course) – <b>due by</b> February 26, <b>if it applies</b> | \$25.00  |
| Late Fee (if tuition deposit is made after November 29)                                       | \$250.00 |
| Challenge Exam Fee  | \$250.00 |
| Returned Check Fee  | \$40.00  |
| Transcript Fee  | \$10.00  |
| Graduation Fee  | \$200.00 |

**Please note: All students are obligated to pay the administrative and technology fees, including students who have been awarded financial aid coverage or a full scholarship.**



### PAYING WITH TouchNet

TouchNet is Touro's means of providing our student body 24 hour access to E-bills and making payments online. TouchNet provides you with real-time account activity. For directions on how to make a payment using TouchNet please refer to the [TouchNet Make a Payment](#) sheet attached at the end of this memo.

If you have filed for Financial Aid it will be reflected in your balance due as soon as it is processed. If you wish to set up a payment plan please refer the [TouchNet Enroll in a Payment Plan](#) sheet attached at the end of this memo.

### Methods of Payment

All major credit cards are accepted as are E-Checks using your Checking or Savings account. The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. We take the privacy rights of our students very seriously including the protection of personal credit card and banking account information. We ask that all tuition payments be made directly by students online through the use of TouchNet.

### Authorized Payers

You may set up an Authorized Payer on TouchNet. Please follow the instructions on the [TouchNet Adding Parent or Spouse as an Authorized User](#) sheet attached at the end of this memo.

### REFUNDS

Any student in overpayment of tuition will receive a refund of the funds due them. All refunds are issued within 14 days of the credit balance. If you have applied for Federal Direct Loans, you will be notified via e-mail of the date your loan has been received and credited to your student account. If you wish to cancel all or a portion of your loan please return the notification to the Bursar's Office within 14 days.

The Office of the Bursar and Touro College and University System are pleased to announce that financial aid refunds can now be received electronically. Skip the lines at the bank and get access to your money faster with two electronic refund options:

- Funds can be electronically deposited in the bank account of your choice. Have your checking account routing number and account number available to sign up. All future disbursements will be sent to your bank account unless you change your preference. NO FEES. Funds will be received 3-5 business days after processing\* by the Office of the Bursar.
- Funds can be uploaded to a prepaid card with a Discover logo. You can use this card like any other card for purchases, ATM withdrawals and payments. The card will arrive 10 business days after you sign up. All future disbursements will be uploaded to the card unless you change your preference. NO FEES. Funds will be received the same day processed\* by the Office of the Bursar.

**YOU NOW HAVE A CHOICE!**

Receive your refund via  
Touro Money Card, ACH or Check.



Enroll on the web at:  
[www.mycampusfunds.com/touro](http://www.mycampusfunds.com/touro)



If you choose to receive your refund via paper check please make sure your address is updated with the Office of the Registrar. If you have paid by credit card then your credit card will be refunded.

***\*The refund processed date is NOT the disbursement date of your funds from the Department of Education. Typically there are 10 days between the two dates.***

### WITHDRAWAL POLICY

Student wishing to withdraw from the college must contact the Office of the Registrar and file an application for withdrawal. On approved applications, the policy of the refund is:

#### **When withdrawing from all courses:**

- |   |   |
|---|---|
| ▪ Before the first day of the semester:                 | 100% of tuition (not including non-refundable fees) |
| ▪ During the add/drop period:                           | 100% of tuition (not including non-refundable fees) |
| ▪ During the week following the add/drop period:        | 50% of tuition                                      |
| ▪ During the second week following the add/drop period: | 20% of tuition                                      |
| ▪ After the second week following the add/drop period:  | No refund   |

#### **When withdrawing from a partial load:**

- |   |  |
|---|--|
| ▪ Before the first week of the semester:                | 100% of tuition credit per course(s) dropped (not including non-refundable fees) |
| ▪ During the add/drop period:                           | 100% of tuition credit per course(s) dropped (not including non-refundable fees) |
| ▪ During the week following the add/drop period:        | 50% of tuition credit per course(s) dropped                                      |
| ▪ During the second week following the add/drop period: | 20% of tuition credit per course dropped   |
| ▪ After the second week following the add/drop period:  | No refund  |

***Do you need to contact us?***

***Turn to the Contact Us page at the end of this memo for details***



**RETURNING STUDENTS  
STUDENT HOUSING FEES**  
LANDER COLLEGE FOR WOMEN – RETURNING STUDENTS  
THE ANNA RUTH & MARK HASTEN SCHOOL

| <b>TOTAL FEES -- 10 West 65<sup>th</sup> Street<br/>Spring semester</b>  |                   | <b>\$4,455.00</b> |
|--|-------------------|-------------------|
| <b>Fee</b>   | <b>Deadline</b>   | <b>Amount</b>     |
| Student Housing Deposit<br>(deposit is applied toward your total student housing fee. This deposit is non-transferrable and non-refundable.) | November 29, 2017 | \$300.00          |
| Student Housing Fee; first installment   | January 19, 2018  | \$2,000.00        |
| Student Housing Fee Balance (total housing fee, less student housing deposit and less first installment)                                     | February 26, 2018 | \$2,155.00        |

| <b>TOTAL FEES -- 175 West 85<sup>th</sup> Street<br/>Spring semester</b>   |                   | <b>\$4,245.00</b> |
|--|-------------------|-------------------|
| <b>Fee</b>   | <b>Deadline</b>   | <b>Amount</b>     |
| Student Housing Deposit<br>(deposit is applied toward your total student housing fee. This deposit is non-transferrable and non-refundable.) | November 29, 2017 | \$300.00          |
| Student Housing Fee; first installment   | January 19, 2018  | \$2,000.00        |
| Student Housing Fee Balance (total housing fee, less student housing deposit and less first installment)                                     | February 26, 2018 | \$1,945.00        |

***Important: If the deposit is not paid by November 29, 2018 at 4:00PM EST, we cannot hold a place for you in the student residence.***



| <b>STANDARD FEES FOR STUDENT HOUSING</b>  |   |               |
|---|---|---------------|
| <b>Fee</b>  | <b>Deadline</b>   | <b>Amount</b> |
| Student Security Deposit (a one-time fee held until graduation as security against any damage to the apartment or loss of keys) | February 26, 2017   | \$300.00      |
| Activity Fee per semester   | February 26, 2017   | \$75.00       |
| Late Fee  | February 26, 2017 (applies if student housing fee is not paid in full by February 26, 2017) | \$250.00      |

All fees must be paid in full via TouchNet in order for you to be allowed to move into the Student Housing facilities. You may be eligible for Federal Direct Loans to help cover student housing costs. If you are interested in applying for loans, please speak to the Financial Aid office and complete all requirements before the due date. If you have already applied for loans for this academic year then clearance will be granted to you.

**Student Housing Withdrawal Policy:**

After the first week of the semester students are fully liable for the entire student housing fee.



### CONTACT US

The Student Services offices are here to help answer any of your questions and guide you throughout your time at Touro College. Please use this page as a reference to contact us.

#### **OFFICE OF THE REGISTRAR**

Office Hours: M.-Th. 9:00am-5:30pm, Fri. 9:00am-2:00pm (Winter, Fridays until 1:00pm)

Phone: (212) 287-3520

Email: [Abraham.rothman@touro.edu](mailto:Abraham.rothman@touro.edu)

#### **FINANCIAL AID OFFICE**

Office Hours: M.-Th. 9:00am-5:30pm, Fri. 9:00am-2:00pm (Winter, Fridays until 1:00pm)

Phone: (718) 252-7800, ext. 59259 and (212) 287-3521 on Wednesdays

Email: [Cheryl.bernath@touro.edu](mailto:Cheryl.bernath@touro.edu)

#### **OFFICE OF THE BURSAR**

Office Hours: M.-Th. 9:00am-5:30pm, Fri. 9:00am-2:00pm (Winter, Fridays until 1:00pm)

Phone: (212) 287-3522

Email: [Natalia.rybakova@touro.edu](mailto:Natalia.rybakova@touro.edu) or [bursar@touro.edu](mailto:bursar@touro.edu)

#### **OFFICE OF ADMISSIONS**

Office Hours: M.-Th. 9:00am-5:30pm, Fri. 9:00am-2:00pm (Winter, Fridays until 1:00pm)

Phone: (212) 520-4263 (212)287-3547

Email: [Sarah.klugmann@touro.edu](mailto:Sarah.klugmann@touro.edu) [Reva.jacoby@touro.edu](mailto:Reva.jacoby@touro.edu)

#### **PORTAL HELP DESK**

1-855-MYTOURO (855-698-6876)

#### **TOUCHNET**

[nonstop@touro.edu](mailto:nonstop@touro.edu)



## Tuition Deposit

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- Step 1: Log in to the TouroOne portal: [www.touroone.touro.edu](http://www.touroone.touro.edu) using your portal credentials. (Follow the Account Management steps if necessary.)
- Step 2: Select the “Financial Services” tab on the top of the home page.
- Step 3: Select “TouchNet” in the Student Accounts box.
- Step 4: Select “e-Deposits”.
- Step 5: Select the Deposit Term.
- Step 6: Select Deposit Program: “LCW Deposit”.
- Step 7: Enter amount of your payment.
- Step 8: Select Payment Method.
- Step 9: Enter your credit card information or your checking or savings account information and Select “Continue”.
- Step 10: Review and click “Submit Payment”.

You will receive a message that states “Thank you, your payment was processed successfully.”



## Enroll in a Payment Plan

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- Step 1: Log in to the TouroOne portal: [www.touroone.touro.edu](http://www.touroone.touro.edu) using your portal credentials. (Follow the Account Management steps if necessary.)
- Step 2: Select the “Financial Services” tab on the top of the home page.
- Step 3: Select “TouchNet” in the Student Accounts box.
- Step 4: Select “My Account”, “Payment Plan” then Enroll Now.
- Step 5: Select the Term and Plan, click Continue.
- Step 6: Select Display Schedule and then Continue.
- Step 7: Select Payment Method.
- Step 9: Enter your credit card information or your checking or savings account information and Select “Continue”.
- Step 10: Review Agreement and click agree, then “Continue”.

You will receive a message that states “Thank you, your payment was processed successfully. Your enrollment in ABC Plan was processed successfully.”



## Adding Parent or Spouse as an Authorized User

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- Step 1: Log in to the TouroOne portal: [www.touroone.touro.edu](http://www.touroone.touro.edu) using your portal credentials. (Follow the Account Management steps if necessary.)
- Step 2: Select the “Financial Services” tab on the top of the home page.
- Step 3: Select “TouchNet ” in the Student Accounts box.
- Step 4: Select “My Account”.
- Step 5: Select “Authorized Users”.
- Step 6: Enter the Authorized Payer’s information and select Access Level.
- Step 7: Click Continue and then check box for Agreement and Continue.

Your Authorized Payer will be sent an email with a direct link to TouchNet and login instructions. His/her user login will be the email address you provided and the password will be provided by TouchNet for initial login. The Authorized Payer will be able to view your bills, payment plans and make payments on your behalf.



## Housing Deposit

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- Step 1: Log in to the TouroOne portal: [www.touroone.touro.edu](http://www.touroone.touro.edu) using your portal credentials. (Follow the Account Management steps if necessary.)
- Step 2: Select the “Financial Services” tab on the top of the home page.
- Step 3: Select “TouchNet” in the Student Accounts box.
- Step 4: Select “e-Deposits”.
- Step 5: Select the Deposit Term.
- Step 6: Select Deposit Program: “Housing- LCW Dormitory Deposit”.
- Step 7: Select Payment Method.
- Step 8: Enter your credit card information or your checking or savings account information and Select “Continue”.
- Step 9: Review and click “Submit Payment”.

You will receive a message that states “Thank you, your payment was processed successfully.”



## Make a Payment

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- Step 1: Log in to the TouroOne portal: [www.touroone.touro.edu](http://www.touroone.touro.edu) using your portal credentials. (Follow the Account Management steps if necessary.)
- Step 2: Select the “Financial Services” tab on the top of the home page.
- Step 3: Select “TouchNet” in the Student Accounts box.
- Step 4: Select “My Account”.
- Step 5: Select “Make a Payment”.
- Step 6: Select Applicable Terms and Verify Amount.
- Step 7: Select Date and Continue.
- Step 8: Select Payment Method.
- Step 9: Enter your credit card information or your checking or savings account information and Select “Continue”.
- Step 10: Review payment and click “Submit Payment”.

You will receive a message that states “Thank you, your payment was processed successfully.”