### III. Tuition Charges

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III. Tuition Charges

Tuition charges appearing in a college's catalog/bulletin as well as all registration material issued by a college are subject to change by action of the Board of Trustees at any time. In the event of any increase in the tuition amount, payments already made will be treated as partial payments. Notification will be given of the additional amounts due and the required date of payment.

This section offers a complete enumeration of all tuition charges within The City University of New York. Any tuition charges which do not conform to the schedules contained in this Manual should immediately be discontinued and deviations should be reported to the University's Vice Chancellor for Budget and Finance.

The tuition rate to be charged shall be determined by a student's status as a senior or community college student, full or part-time enrollment, the date of enrollment, resident or non-resident status, and degree or non-degree status. In addition, as a result of an amendment to the Education Law [see Laws of 2002 Section 6206, subdivision 7(a)] certain non-residents of New York State including undocumented or out-of-status students (see Section II C.) are allowed to be charged the resident rate of tuition. A more detailed discussion of residency is located in Section II.A. entitled "The City University of New York Residency Requirements and Guidelines."

A full-time undergraduate student is one who is enrolled for twelve (12) or more credits/billable equivalent credits per semester. A full-time graduate student is one who is enrolled for twelve (12) or more credits. In addition, there are several courses of study in which a student registers for less than 12 credits, and yet is certified full-time. These students will be billed based upon the number of credits (See exception for Graduate School students in Section III.B.1.a.). Only the Cooperative Education Program students at LaGuardia Community College are billed at the full-time rate. A part-time student is one who is enrolled for less than twelve (12) credits/billable equivalent credits per semester. A billable equivalent credit may be assigned to either "Regular" credit-bearing courses or "Remedial," "Compensatory," or "Developmental" non-credit bearing courses. In relation to "Regular" credit-bearing courses, the billable equivalent credits are those credits assigned to the course by the college's academic governing body, approved by the University's Board of Trustees and appears on the University's "Show Registration" enrollment report. As concerns "Remedial," "Compensatory," and "Developmental" courses, billable equivalent credits are the number of equated hours attributable to these courses, regardless of the number of credits assigned to these courses. The number of equated hours is determined by each college's academic governing body, approved by the University's Board of Trustees, and appears on the University's "Show Registration" enrollment report.

Under no circumstances should a part-time student pay more than the full-time schedule rate for the same residency and degree status, with the exception of summer session, undergraduate non-degree students and non-residents who are billed on a per credit basis (excludes the Law
School non-residents who have a full-time tuition rate per semester).

The following subsections detail tuition charges on either a semester or session basis. A semester is defined as the regular Fall and Spring terms while a session is any period in which courses are given for less than the traditional 15-week period. Tuition for session courses must be approved through Board of Trustees' resolution. Summer session and intersession courses, as well as courses taken by non-degree students during the regular semester, are to be billed on a per credit basis. There are no maximum tuition limits for summer session or non-degree students.

Effective with the Fall 1995 semester, undergraduates (resident and non-resident) at both the senior and community colleges will be charged the rates in the following Tuition and Fee schedules based upon whether they are continuing students (enrolled prior to June 1, 1992), first-time freshmen or non-CUNY transfer students (enrolled on or after June 1, 1992), or non-degree students. The tuition rates for Masters and Doctoral students are also contained in the following schedules.

While the following Section contains many procedures and guidelines for the implementation of tuition and fees, exceptions to those not specifically delineated may be granted by the Chancellor upon the written request of the college president. Such requests must, at a minimum, describe the fiscal impact upon the college of the requested exceptions and provide detailed descriptions of the reasons for the requested exceptions. Such requests should be made only under the most unusual of circumstances.
# Tuition and Fee Schedule

## Resident Students

### Undergraduate

<table>
<thead>
<tr>
<th></th>
<th>Senior</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time matriculated</td>
<td>$2,300/semester</td>
<td>$1,575/semester</td>
</tr>
<tr>
<td>Part-time matriculated</td>
<td>$195/credit</td>
<td>$135/credit</td>
</tr>
</tbody>
</table>

### Undergraduate (all)

<table>
<thead>
<tr>
<th></th>
<th>Senior</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-degree</td>
<td>$285/credit</td>
<td>$180/credit</td>
</tr>
<tr>
<td>Senior Citizen fee</td>
<td>$65/semester or session</td>
<td>$65/semester or session</td>
</tr>
</tbody>
</table>

### Masters (including Graduate School students)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time matriculated</td>
<td>$3,680/semester</td>
<td></td>
</tr>
<tr>
<td>Part-time matriculated</td>
<td>$310/credit</td>
<td></td>
</tr>
<tr>
<td>Excess hours</td>
<td>$65/hour</td>
<td></td>
</tr>
<tr>
<td>Maintenance of Matriculation</td>
<td>$150/semester</td>
<td></td>
</tr>
</tbody>
</table>

### Other Masters Programs

#### Baruch

- **Master of Business Administration**
  - Full-time $5,405/semester
  - Part-time $490/credit

#### City

- **Master of Architecture**
- **Master of Engineering**
  - Full-time $4,315/semester
  - Part-time $360/credit

#### Hunter

- **Master of Social Work**
- **Master of Social Work**
  - Full-time $4,370/semester
  - Part-time $365/credit

#### Lehman

- **Master of Physcial Therapy**
  - Full-time $4,025/semester
  - Part-time $330/credit

### Doctoral

- **Level I**
  - Full-time $3,290/semester
  - Part-time $370/credit
- **Level II**
  - $2,060/semester
- **Level III**
  - $815/semester

### Law School

- Full-time $5,120/semester
- Part-time $425/credit

---

Rev 5/09, effective Fall 2009 semester
## FEES

**All Students (including Non-degree and Senior Citizens but excluding Honors College students)**

| Consolidated Services Fee | $15/semester or session | $15/semester or session |

**All Students (excluding College Now, Senior Citizens and Honors College students)**

| Technology Fee | Full-time $100/semester or session | $100/semester or session | Part-time $50/semester or session | $50/semester or session |

### Notes:
- Level I for doctoral students will apply to the first 45 credits and successful completion of the first examination.
- Level III will apply to doctoral students who have completed all required course work and have been advanced to candidacy.
- Doctoral students enrolled in Level II and III for the Fall 1995 semester will have two years to attain the required standards. Otherwise, they will be billed at the Level I rate.
- All non-degree Graduate School students will pay the Level I part-time or full-time tuition rate.

Rev 9/08, effective Fall 2008 semester
# Tuition and Fee Schedule

## NON-RESIDENT STUDENTS

### Tuition

#### Undergraduate

<table>
<thead>
<tr>
<th>Full-time matriculated</th>
<th>Senior</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$415/credit</td>
<td>$210/credit</td>
</tr>
<tr>
<td>Part-time matriculated</td>
<td>$415/credit</td>
<td>$210/credit</td>
</tr>
</tbody>
</table>

#### Undergraduate (all)

| Non-degree             | $610/credit | $280/credit |

#### Masters (including Graduate School students)

| Full-time matriculated | $575/credit |
| Part-time matriculated | $575/credit |
| Excess hours           | $85/hour    |
| Maintenance of Matriculation | $250/semester |

#### Other Masters Programs

- **Baruch**
  - Masters of Business Administration
    - Full-time: $735/credit
    - Part-time: $735/credit

- **City**
  - Master of Architecture
  - Master of Engineering
    - Full-time: $640/credit
    - Part-time: $640/credit

- **Hunter**
  - Master of Social Work

- **Lehman**
  - Master of Social Work
    - Full-time: $615/credit
    - Part-time: $615/credit

- **Staten Island**
  - Master of Physical Therapy
    - Full-time: $600/credit
    - Part-time: $600/credit

#### Doctoral

- **Level I**
  - Full-time: $645/credit
  - Part-time: $645/credit

- **Level II**
  - $4,580/semester

- **Level III**
  - $1,635/semester

#### Law School

- Full-time: $8,510/semester
- Part-time: $715/credit

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Rev 5/09, effective Fall 2009 semester
FEES

All Students (including non-degree and senior citizens but excluding Honors College students)

Consolidated Services Fee $15/semester or $15/session

All Students (excluding College Now, senior citizens and Honors College students)

Technology Fee

| Full-time | $100/semester or $100/session |
| Part-time | $50/semester or $50/session |

Notes:

Level I for doctoral students will apply to the first 45 credits and successful completion of the first examination.

Level III will apply to doctoral students who have completed all required course work and have been advanced to candidacy.

Doctoral students enrolled in Level II and III for the Fall 1995 semester will have two years to attain the required standards. Otherwise, they will be billed at the Level I rate.

All non-degree Graduate School students will pay the Level I part-time or full-time tuition rate.

Rev 9/08, effective Fall 2008 semester
A. Undergraduate

Effective Fall 2003 semester, there will no longer be senior college differential tuition rates (high vs. low) based upon when students began their studies at City University. The new rates will in accordance with the preceding pages (pages 21 and 22). Non-resident students’ tuition will be on a per credit basis with no full-time tuition rate. Only the Law School will have a full-time non-resident tuition rate.

In the case of CUNY Baccalaureate Program (CUNY BA/BS) students, the Program's Office should be contacted in order to determine the academic status of these students. Refer to the preceding pages for the appropriate undergraduate tuition rates.

1. Definitions

A full-time undergraduate degree student is one who is enrolled for 12 or more credits/billable equivalent credits. A part-time undergraduate degree student is one who is enrolled for less than 12 credits/billable equivalent credits. Full-time degree students (residents only and the Law School non-residents) are billed one total fixed amount for 12 or more credits. If students’ credits exceed 18, then an Accelerated Study Fee will apply (see Section IV.A.15.). This fee does not apply to non-residents since they are billed on a per credit basis (the only except is the Law School). Part-time students are billed on a per credit basis up to but not including 12 credits. The tuition for part-time resident degree students should not exceed the full-time resident degree rate in a regular semester. There is no full-time tuition rate for Summer session students. Similarly, there is no full-time rate for non-degree students. Therefore, Summer session, non-degree and non-resident students (except for the Law School) are to be billed on a per credit basis regardless of the number of credits for which they register. Non-degree students are not subject to the Accelerated Fee. Non-citizens meeting the residency requirements outlined in Section II.A. and who can document one of the residency statuses indicated in Section II.B. will be charged the resident tuition rate. If not, they will pay the non-resident tuition rate.

2. Tuition Refunds Resulting From a Change in Student Status

A change in a student's residency status from non-resident to resident, resulting from a student documenting the University's one year State residency requirement before the first day of classes, will still entitle the student to a refund of the difference between the resident and non-resident tuition rates provided he/she does so within the same semester (see Section II.A.4.). However, any change in residency status, or a change from advance standing transfer to continuing student status, or a change from non-degree to degree status on or after the first day of classes will not take effect until the next semester. When the reclassification occurs in the next semester, the corresponding undergraduate tuition rate will apply. Thus, a student is not entitled to a refund due to the reclassification on or after the first day of classes. Similarly, if a student’s residency status changes from resident to non-resident within a semester, the tuition rate change is not effective until the next semester.
3. Undergraduate Students Taking Graduate Courses

Undergraduate students taking graduate courses as non-degree students and receiving graduate credit for these courses must pay the applicable graduate tuition for these courses up to the maximum graduate rate.

No undergraduate resident degree student is required to pay more than the maximum tuition based upon enrollment status regardless of the mix of undergraduate and graduate courses taken, as long as the graduate courses are used towards the undergraduate degree. Undergraduate non-resident will pay based upon the number of credits taken. If these courses are used towards the graduate degree, the student must be rebilled at the graduate rate.

4. Students Satisfying Degree Requirements

Those students who have satisfied their degree requirements, but wish to take additional credits beyond the degree, are to be charged the non-degree rate per credit unless they have filed for a second degree. If students have filed for second degrees, then they will be charged tuition based upon the same undergraduate tuition rate category as their first degree. Within the semester that the student is satisfying the degree requirements, he/she will be charged the degree undergraduate rate for all courses taken. A change from non-degree to degree status on or after the first day of classes will not take effect until the next semester for tuition billing purposes. Thus, a student is not entitled to a refund due to the reclassification on or after the first day of classes.

5. Terminated/Separated Employees

Once an employee is no longer employed by the University, he/she is no longer entitled to a tuition waiver. This former employee (student) will pay tuition based upon the date when he/she first registered at a CUNY college.
B. Masters

Tuition is based upon enrollment and residency status. Excess contact hours are those hours in a graduate course which do not have credits attached to them. Foreign students meeting the residency requirements outlined in Section II.A. of this Manual and can document one of the residency statuses indicated in Section II.C. of this Manual will be charged the resident tuition rate. If not, they pay the non-resident tuition rate. Graduate tuition is the same regardless whether the student is in a degree or non-degree status. Refer to the Tuition and Fee Schedule in the beginning of this Section of the Manual for the appropriate graduate tuition rates.

1. Definitions

a. Masters Degree Students Including Graduate School Students

A full-time graduate student is defined as a student taking 12 or more credits. A part-time graduate student is defined as a student enrolled for less than 12 credits. An exception to this rule is a student at the Graduate School, taking less than 12 credits, who may be certified as full-time based upon criteria established by the Graduate School. Such a student will pay the full-time tuition rate.

2. Maintenance of Matriculation (Also refer to Section VI.C.)

Graduate (Masters Degree) students, who are not enrolled in any graduate courses or any undergraduate courses which are part of their graduate program and wish to maintain matriculation, are required to pay a maintenance of matriculation fee. This fee should be paid during the semester of absence. Maintenance of matriculation fees are not required for summer session unless the students are obtaining their degrees in that session. Students on maintenance of matriculation should not be charged student activity fees. Students must be either registered or on maintenance of matriculation in the semester they obtain their degree. The maintenance of matriculation fee cannot be waived. The Maintenance of Matriculation students do not pay the Consolidated Service Fee.

a. Rate Schedule

Resident $150 per semester
Non-Resident $250 per semester

b. Dropping or Cancellation of Courses (Refunds)

If a graduate student drops his/her only course or all courses during the refund period on his/her own volition, the student activity fee is non-refundable, and he/she has two choices:

1) If he/she wishes to continue in graduate study, he/she receives the appropriate percentage of tuition refund, less the difference, if any, between the maintenance of matriculation fee and the total student tuition liability. Thus, the student pays at a minimum the maintenance

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of matriculation fee. He/she may then return to college the following semester.

2) If he/she does not wish to continue in graduate study, he/she receives the appropriate percentage of tuition refund. If at a later date he/she wishes to return to college, the college's readmission process is followed, and he/she must pay the readmission fee.

If a graduate student withdraws after the refund period, but during the withdrawal period, no maintenance of matriculation fee is required inasmuch as a student receives a "W" grade.

If a graduate student's required course is cancelled by the college and no approved alternative is available to the student, the student should receive a full refund of tuition and student activity fee. Such student should not be required to pay the maintenance of matriculation fee for that semester or the readmission fee in the following semester.

3. Graduate Students Taking Undergraduate Courses

Graduate students who register in undergraduate courses as part of their graduate program and are receiving graduate credits for the courses are to be charged the applicable graduate rates according to residency. Graduate students taking undergraduate courses to satisfy graduate degree prerequisites, co-requisites, or other requirements, and receiving undergraduate credits for the courses, pay the applicable undergraduate tuition rates based upon residency and degree status. Therefore, if a student is a non-degree graduate student taking undergraduate courses, then the student will be billed as a non-degree undergraduate student. The tuition rate to be charged depends on whether the student is receiving graduate or undergraduate credit for courses.

No graduate student is required to pay more than the maximum graduate tuition (at the applicable residency rate) regardless of the mix of undergraduate (degree or non-degree) or graduate courses taken. Thus, a graduate student pays the appropriate tuition for either graduate courses and/or undergraduate courses.

C. Doctoral

The tuition rates for these students are contained in the Tuition and Fee Schedule contained in the beginning of this Section.

1. Definitions

Students at the Graduate School and University Center are classified for tuition purposes according to three levels in the resident and non-resident billing categories:

First Level - First 45 credits of graduate work, fully earned and evaluated, which may include approved advanced standing transfer credits, and successful completion of the first examination.
Second Level - From semester following completion of 45 credits, fully earned and evaluated, and the successful completion of the first examination to completion of required coursework.

Third Level - From semester following completion of required coursework and having been advanced to candidacy.

Within the First Level, there are two billing rates: (1) full-time students who are taking 7 or more credits or Certified full-time students; and (2) part-time students taking fewer than 7 credits.

It should be noted that a doctoral student enrolled in Level II or Level III for the Fall 1995 semester will have two years to attain the required standards. Otherwise, they will be billed at the Level I rate.

D. CUNY School of Law

The tuition rates for these students are contained in the Tuition and Fee Schedule at the beginning of this Section. A student is considered full-time if he/she is registered for 12 or more credits per semester. Other Law School fees (such as student government/association) may be found in other sections of this Manual.

Graduate students wishes to take courses at the Law School on a permit basis will be governed by the billing and collection procedures outlined in Section VII.A. of this Manual for the purpose of charging tuition.

E. School of Professional Studies (SPS)

The School will utilize the same tuition rate in effect for Master’s students in graduate level programs. Inasmuch as the School will be partially supported through tuition revenues, all SPS courses must be billed and charged regardless of the student’s registration status at another CUNY college. For example, if a student is full-time at Brooklyn College and wishes to take an SPS course, this student must still pay the applicable tuition charge for that course even though the student has reached the maximum full-time rate at Brooklyn College. The student will receive a separate bill from SPS. SPS will collect the tuition. This student, however, will not pay any other fees, i.e., activity fee, consolidated service fee or technology fee since he/she has already paid these fees at Brooklyn College. Therefore, this student will not be handled as a normal “permit” student since SPS will be allowed to charge and collect tuition for SPS course even though SPS is the “host” institution.

The School will charge for students in certificate programs or courses below the graduate level the applicable undergraduate tuition rate based upon course credit and residency. SPS will bill and collect the tuition. However, if any student is a full-time undergraduate at another CUNY college, there will be no additional tuition for the certificate program or courses.

Rev 9/03
F. Continuing Education

Unlike degree credit courses and programs, there are no specific University-wide tuition schedules. In fact, there are two distinct mechanisms or guidelines; one for the senior colleges and one for the community colleges.

1. Senior Colleges

All continuing education programs operating at senior colleges must utilize the State's Income Fund Reimbursable (IFR) mechanism. Each IFR program on each campus must operate under the concept of self-sufficiency.

The IFR program, established as a separate entity, is the financial and administrative mechanism under which the University may interact with organizations and individuals, both internal and external to the University, to provide services and activities not budgeted within the regular operating budget and which are outside the restricted purposes of our other funds and corporations. The IFR program operates and administers educationally-related activities, such as continuing education programs, which augment the other funding mechanisms. It comprises income-producing programs integral to University objectives.

Although the University has been committed to the use of the IFR for its senior college adult education programs for several years, as of June 1, 1988, the State Division of the Budget (DOB) had not yet fully approved the University's proposed policy and guidelines for the operation of its IFR programs. Rather, they have provided approvals for various IFR programs as well as the derivation of a University-wide cost recovery process.

One of the key components of the University's proposed policy and guidelines concerns funded reserves. Funded reserves are recognized as being necessary for the long-term financial stability of any IFR program. These funds will be used to support long-term purchases and other activities that are integral to the IFRs. This reserve is generated by unexpended funds (excess revenues over expenditures) in each college's IFR budget for which no commitments are designated.

The University's plan specifies that surplus balances over $25,000 will require an explanation. The college will be required to submit a report to the University's Budget Office containing a reasonable plan for the use, and/or elimination of, any surplus. Senior college adult education programs should not be generating large surpluses of revenues over expenditures, inasmuch as this would indicate a possible overcharge for continuing education courses.

The University Budget Office (UBO) coordinates the IFR budget with the State. Therefore, all colleges must receive UBO’s approval for the amounts to be established under the IFR. In addition, for control and accountability purposes, all funds received by the Continuing Education Offices must be deposited with the college’s Bursar.

Rev 9/03
2. Community Colleges

The funding of community college continuing education programs is indirectly referred to in Article 126, Section 6304, Subsection 1.b.i., of the New York State Education Law. Both the funding mechanism and fees are specifically discussed in Title 8 (Education), Section 602.5, Subsections a and b, of the Codes, Rules and Regulations of the State of New York. In terms of tuition, this latter section states that "Fees for non-credit courses shall not exceed the tuition for credit-bearing courses having an equivalent number of credit hours."

The purpose of this policy is that, unlike senior college continuing education courses, certain community college continuing education courses are reimbursable for State aid under the University's funding formula for community colleges. Therefore, the community colleges must exercise control over their continuing education programs to ensure that the tuition for non-credit courses does not exceed that of credit bearing courses.

3. Programmatic Management Operations

A college is permitted to offer multi-course, employee, and other types of discounts. Deferrals are not permitted for continuing education tuition and fees. The college's discount policy must be in writing, approved by the University's Board of Trustees, and disseminated to the continuing education population. Likewise, refund policies should be published so that students are aware of the procedures to be followed.

Continuing education students should be treated similarly to degree credit students as pertaining to the imposition of fees as described in Section IV. For example, all continuing education tuition and material fees must be paid to the college bursar. Refer to Section IV.B.4. entitled "Continuing Education Materials Fees".

Similarly, there will be a $15 charge for the reprocessing of checks. Refer to Section IV.A.6., entitled "Returned Check Processing Fee".
G. Guidelines Governing International Programs

1. Introduction

During the past several years, study abroad and international exchange programs have become more prevalent throughout the colleges of The City University of New York. The University Offices of Accounting, Budget, and Internal Audit have carefully reviewed the financial implications of these programs as they relate to the collection and accountability of tuition and fee revenues and the expenditure of funds within parameters established under the State Education Law, State and City budget and accounting practices, and audit requirements. The following process attempts to combine the necessary revenue accountability with the ease of transferring funds from a CUNY college to a foreign institution, or from one CUNY college to another.

2. Program-Specific Management

Appropriate charges and the processing of these charges may differ depending on whether the program is offered by an overseas institution pursuant to an agreement with a CUNY college or is offered as a CUNY course(s) taught overseas by a CUNY faculty member.

Four distinct types of overseas programs for students currently exist at City University:

1. International Exchange Programs
2. Study Abroad Programs
3. CUNY Faculty-Led Study Abroad Programs
4. International Articulation Programs

The following paragraphs describe and explain the registration procedures for each type of overseas program. The term “host college” will refer to the CUNY college that is sponsoring the overseas program, while the term “home college” will refer to the CUNY college where the student is matriculated.

• International Exchange Program

This type of program operates under an agreement between a CUNY and an overseas institution to exchange students on a 1:1 basis for a semester or an academic year. A student from a CUNY college other than the sponsoring CUNY college who participates in an exchange program should register and pay tuition at the home college. Depending upon the program, the student may be asked either to register for the program utilizes a CUNY permit or to register for blanket credit at the home college. The program administrator should review the exchange every year in order to determine that the 1:1 basis is being adhered to by both institutions.

• Study Abroad Program

This program operates under an agreement which exists between a overseas partner institution and a CUNY college providing instruction to CUNY
students at a site outside the United States. Students pay “program costs” which includes the cost of the overseas instruction (as determined by the overseas institution and remitted to that institution) and processing fees (which are retained by the CUNY college). No tuition monies are retained by the CUNY college. These costs may exceed the amount of CUNY tuition.

There are two distinct processes which students must follow depending upon the circumstances of the study abroad program:

1) **Programs Offered Through a Student’s Home College**

In this instance, the student with the assistance of the study abroad coordinator or director, will be required to inform and obtain permission from the relevant officials at the home college such as the registrar, the bursar, financial aid counselor and academic advisor before being able to participate in a study abroad program. This is accomplished through the use of a “Home College Study Abroad Form” (See Addenda Q to this Manual for a copy of this form). Once permission has been secured, the student will pay the necessary program costs to the home college bursar.

2) **Programs Offered Through a CUNY College (Host College) Other Than a Student’s Home College**

In this situation, a student must obtain a “Study Abroad Permit” form from his/her home college registrar for the courses/credits he/she will taking overseas. The student will pay the CUNY tuition and fees to the home college. The home college’s bursar will send to the host college a check in the amount of the tuition payment issued from its local tuition and fee account. The host college will then transfer the funds to the overseas institution to cover the program costs. The study abroad staff at the host college must require the student to complete and submit to them a copy of the “Study Abroad Permit” form. The student will then pay any additional program costs to the host college bursar.

A special problem is created by the winter session, which is not defined as a separate semester/term at CUNY, but is considered as part of the Spring semester. Therefore, in order to be registered at CUNY for the Spring semester at the home college as well as for a study abroad program in the winter intersession, a full-time student must pay his/her spring tuition (which is based upon the combined winter and spring full-time credit load) to the home college. The student obtains a “Study Abroad Permit” form to take a specified number of credits away from the home college during the winter session. The student then registers for the study abroad program at the host college and pays the entire study abroad program costs to the host college. Neither the host college nor the overseas institution receives any part of the CUNY tuition for the Spring semester.

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• CUNY Faculty-Led Study Abroad Program

In this program, a CUNY student is taught a CUNY course by a CUNY faculty member at an overseas institution or site. The CUNY student from a CUNY college other than the host college registers at the home college for the course credit via the CUNY permit and pays CUNY tuition to the home college. Any additional program costs are paid by the student to the host college.

• International Articulation Programs

With these programs, a foreign institution has an agreement with a CUNY institution to offer a CUNY-operated program to students living in that country. The student is registered as a CUNY student and will receive a CUNY transcript for courses taken under this approved program. Tuition and fees are initially collected by the foreign institution. The CUNY non-resident tuition, student activity fees and any other non-instructional fees are sent back to the CUNY college. This revenue is then deposited in the CUNY college’s local tuition and fee account and is subsequently forwarded to the overseas institution to cover its costs of instruction (less any CUNY administrative processing charges).

3. General Program Management

International programs must be managed by an on-campus CUNY faculty or staff member who is designated as the Program Director. The Program Director is responsible for both the administrative and academic aspects of an international program. Among some of the responsibilities of the Program Director are the following:

a) Agreements

For all types of programs described above except for the Faculty-Led Study Abroad program, agreements between the overseas institution and the CUNY college must be developed and submitted to the CUNY Office of International Programs within the University’s Office of Academic Affairs. In conjunction with the University’s Office of Legal Affairs, all agreements will be reviewed. These agreements should state the period of study abroad covered, the services to be provided, the number of students to be served, the tuition and other program costs and the institution to whom all funds are to be paid. Agreements should cover a period not to exceed three years, however, options should exist to include up to two renewals for periods of two years. Therefore, at a minimum, agreements should be reviewed every seven years (if all options are exercised).

b) Resolutions

Once an agreement has been approved by the University Offices of International Programs and Legal Affairs, the college planning to enter into a partnership with an overseas institution should submit a Board resolution for the Chancellor’s Report (Section AIII - Affiliation Agreements) describing the agreement with the overseas institution. Any significant or material changes in the agreement

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or the program itself will require a new Board resolution. A fee increase of less than 10 percent shall not be regarded significant enough to warrant a revised resolution. In those case involving CUNY-sponsored programs (e.g., CUNY China, CUNY Paris Exchange, CUNY Program for Study in Israel, Intercambio, etc.), resolutions and agreements must be filed by the CUNY college that hosts that program.

c) Consortia

Some study abroad programs are sponsored through a consortium (e.g., the College Consortium for International Studies – CCIS) which helps to facilitate the operation of these programs. Consequently, a consortium fee is charged to the student by the organization. This fee is not a CUNY or college-imposed fee. The fee is paid to the consortium by the student and in some instances, the CUNY host college may collect the fee and transmitted it to the consortium on behalf of the student. The CUNY host college is responsible for paying any annual membership fees in order for its students to participate in the overseas programs of the consortium.

d) Financial Aid

Students should inquire about financial assistance at their home college’s financial aid offices. As a general rule, students enrolled in any of the above described international programs (with the exception of the International Articulation Programs) are eligible to apply for Federal aid programs such as Pell, FFEL loans, etc. Students are not eligible for the State’s Tuition Assistance Program (TAP) if any tuition payments are made to the foreign institution either directly by the student or by CUNY. Thus, only students enrolled in International Exchange Programs and CUNY Faculty-Led Study Abroad Programs may be eligible for TAP provided the total tuition charge does not exceed the CUNY tuition payable to the CUNY institution (Section 145-2.5b of the Commissioner’s Regulations). Additional fee and expenses that are part of the cost of education overseas cannot be added to the tuition cost in determining the student’s TAP award; nor, are these costs considered “fees”, if they really are tuition. All TAP and Federal aid requirements must be met and documented by the student’s CUNY home college.

e) Other Than Tuition Fees Charged for Overseas Programs

Any fee charged to students must be submitted to the Board of Trustees for approval through the Vice Chancellor for Budget and Finance. This request should specifically indicate the nature of the charge, number of students, an estimated amount of fees to be generated and the purpose of the fees. Students must not be charged fees to cover any overseas expenses related to a faculty member including salary, travel, lodging, etc.

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1) Administrative Processing Fee

This fee must be included in the agreement between the CUNY College and the foreign institution. It is charged to the student and is transmitted overseas along with the program costs. This fee is then paid to the CUNY college by the foreign college. It may be used to pay various expenses at the college related to the operation of the overseas program.

2) Material Fees

Material fees, which must be approved by the Board of Trustees every two years or whenever the fee changes, may be charged for courses provided that the student will own the end product of his/her work when using such materials (see Material Fee section of this Manual for definition). Material fees for overseas study have been interpreted to include overseas expenses such as travel, room and board, excursions to historical sites, admission fees to museums, food, etc., as long as the student directly benefits. Faculty expenditures of any nature must not be supported through material fees. Nor, can the CUNY college levy an administrative overhead charge to the student to cover these costs inasmuch as tuition presumably covers such expenditures.

f) Waiverable Fees

1) Accelerated Study Fee

This fee is normally charged to full-time students who register for credits beyond the established credit load limit of 18 credits per semester. However, this fee applies to regular semesters only (See Accelerated Fee section of this Manual). Study (on campus or abroad) during the winter or summer session is not subject to this fee. Therefore, a student will be exempt from this fee even if his/her combined credits from a winter study abroad session and the Spring semester exceeds the 18 credit limit.

2) Student Activity Fee, Consolidated Fee and Technology Fee

These fees may be waived for any CUNY student enrolled in a study abroad program once the appropriate Board resolution has been approved indicating the waiver of these fees.

4. Study Abroad during Winter Intersession

The procedures for handling Study Abroad students during winter intersession is indicated in Section VII under the permit section.

Rev 8/02
H. Auditing Courses

Students may audit (attend) courses for which they have an interest so that they can increase their knowledge and proficiency. However, in order to audit courses, students must receive official approval from the college they are attending in accordance with the requirements established by that college. Once permission has been granted, students must formally register for the courses in the same manner as any other courses, and pay the applicable tuition and fees in accordance with the University's tuition and fee schedules contained in this Manual. Similarly, the tuition refund policy will be applied based upon the applicable regulations contained in Section V. of this Manual. The official transcripts will record the grades of "AUD" at the completion of the semester. "Unofficial" auditing is not permitted. Auditor status cannot be changed to credit status after the change of program period or late registration whichever is later. Likewise, credit status cannot be changed to auditor status after the same period. The grade of "AUD", which carries no credit, cannot be changed to any other grade. Audited courses cannot be used to qualify for full-time or part-time status, financial aid or veteran's benefits.

An exception to the payment of tuition for auditing courses is made for senior citizens. Senior citizens may enroll in undergraduate courses only, on an audit basis, without tuition charges and without credit, on a space available basis. These senior citizens pay a senior citizen fee. The grade of "AUD" will be assigned. The same principles relating to change of status indicated in the preceding paragraph also applies to senior citizens auditing courses.