

New Jersey Institute of Technology Payment Policy for Tuition & Fees

- ✓ All students are responsible for tuition and fees associated with their registered courses. Failure to attend or properly withdraw does not release the student from this financial obligation, please refer to the academic calendar for withdraw deadlines
<http://www.njit.edu/registrar/calendars/index.php>.
- ✓ Payment is due on the Wednesday prior to the first day of classes of each semester. A student may consider themselves “PAID” and not at risk for the assessment of the Payment Penalty fee by following the definition of PAID as outlined below:
 - Payment in full, resulting in a zero balance
 - Enrollment in a payment plan prior to the due date.
 - Financial aid appearing on the student bill resulting in a zero balance. A zero balance must be reflected prior to the due date.
 - Third party contract or waiver, submitted prior to the due, and resulting in a zero balance.
- ✓ It is the student’s responsibility to complete all paperwork well in advance of the payment deadlines (if paperwork is submitted by May 15th, processing should be complete prior to the due date) to provide the Financial Aid office ample time to complete processing.
- ✓ If you register after the payment due date, payment is due immediately upon registration.
- ✓ A \$500 Payment Penalty fee, for failure to meet payment deadlines will be assessed to any unpaid account on the day immediately following the 100% refund day, as shown on the NJIT Academic Calendar at
<http://www.njit.edu/registrar/calendars/index.php>.
- ✓ All student accounts are placed on a Bursar hold, which is removed when all monies are posted to the student account. Bursar hold restricts registration, and access to grades and transcripts.

Please direct any questions you may have to the Office of the Bursars at 973-596-2877, via email to bursar@njit.edu, or by meeting with a Customer Service Representative located at the Student Service Mall.

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(Effective Fall 2015)