Cornell Executive MBA Program – Class of 2018
Tuition and Billing Procedures

**Tuition and Billing**
- Tuition for the CEMBA Metro NY Program – Class of 2018 is $169,740, and will be billed in six installments. The first billing will list the initial $5,000 payment as a credit.
- Bills are made available before each term, and payment is due within 30 days.
- Bills are made directly available to the student, and payments are the sole responsibility of the student. If the student is being partially or fully sponsored by his/her organization, he/she remains responsible for ensuring that payment is paid by the listed due date.
- The Cornell Bursar’s Office handles all matters related to student billing. Students should contact the bursar’s office with any and all questions regarding tuition payments at:

  Office of the Bursar  
  260 Day Hall  
  Ithaca, NY  14853  
  Phone: (607) 255-2336  
  E-mail: uco-bursar@cornell.edu  
  Website: [http://www.dfa.cornell.edu/treasurer/bursar/](http://www.dfa.cornell.edu/treasurer/bursar/)

**Late Payments**
- Students or sponsoring organizations who do not pay tuition on time will incur finance charges on the outstanding balance. If a sponsoring organization is at fault for making a late payment, the penalties and charges remain the responsibility of the student since the student is the responsible party for billing purposes.
- Students can avoid late charges by taking out a student loan at low interest rates, paying on time, and paying off the loan when reimbursed at the end of the semester. By taking out a student loan, the student will incur interest and transaction costs, but they are low compared to the finance charges and late fees incurred with late payments. If a student loan is in process (paperwork is completed and awaiting approval), the student will incur no penalties or finance charges until after the student loan is acted on.
- If the student believes a tuition payment may be late and/or the deadline missed, the student should contact the Bursar’s Office before the payment due date to work out an arrangement. If the student ignores the deadline, late charges will be incurred. Once a student incurs penalties or late charges, the EMBA Office can not make them disappear.

**Very Late Payments or No Payments**
- If a payment is very late and no arrangement has been made with the Bursar’s Office, students may be “de-registered” or dropped from class rolls. The University will notify faculty members and program staff of the students failed payment and thus, the student may not attend classes. No grades will be recorded for the student. Under some circumstances, students may be able to be reinstated, but the process is cumbersome and students may incur additional penalties and/or charges.

By signing and dating below, the student acknowledges and understands the aforementioned tuition and billing procedures and agrees to comply with the University’s policies.

____________________________________  __________________________________
Print Name  Date

__________________________________
Signature