Admissions

Tuition & Fees

Financial Aid

Admission to Graduate Degree Programs
Tuition and Fees
Payment Procedures and Refund Policies
Financial Aid Programs and Requirements

Tuition and fees are subject to change. Please refer to the Lehman College website (www.lehman.edu) for the latest information.
ADMISSION TO GRADUATE DEGREE PROGRAMS

The Lehman College graduate programs accept applicants who meet the College and departmental standards for admission to matriculated (degree) and nonmatriculated (nondegree) status.

MATRICULANTS

A matriculant (degree student) is one who has received formal written acceptance by the College and department for work toward a specific graduate degree. Candidates for a Lehman graduate degree will be admitted unconditionally if they have no deficiencies in prerequisite undergraduate course work and meet all other College and departmental entrance requirements. Conditional admission to matriculated status may be offered to applicants who have deficiencies in prerequisite undergraduate course work, or who lack the minimum grade point average. “Conditions” are defined, at the time of admission, as a limited number of specific prerequisite courses (normally, either a maximum of 6 credits that must be completed within one year or a maximum of 12 credits that must be completed in three semesters), or a Grade Point Average that must be maintained during either the first or the first two semesters of matriculation.

GENERAL ADMISSION REQUIREMENTS FOR MATRICULANTS

To be admitted, an applicant must:

1. Possess a bachelor’s degree (or its equivalent) from an accredited college or university. Submit an official transcript.
2. Have demonstrated the potential to successfully pursue graduate study, that is, have attained a minimum undergraduate grade average of B in the field selected for the graduate major and a minimum grade average of B- in the undergraduate record as a whole. For more specific information, see the Program Graduate Adviser.
3. In all but education programs, have taken a minimum of 18 credits of previous work acceptable to the appropriate department in the proposed graduate major. For education programs, consult the departmental Graduate Program Adviser.
4. If applying to the program in accounting, submit an acceptable score on the Graduate Management Aptitude Test (GMAT).
5. Submit letters of recommendation as required by the individual program.
6. If conditionally admitted, satisfy the conditions within the specified time period.
7. Meet additional departmental admission requirements, as specified.
8. If submitting academic records from a non-English speaking country, demonstrate competency in English through TOEFL scores of at least 500 (higher for some programs).

NONMATRICULANTS

A nonmatriculant (nondegree student) is one who may take courses for credit but has not been formally admitted to a degree program. Under this status, students are not eligible for any degree at Lehman College, nor does course work taken as a nonmatriculant guarantee admission to a degree program. If subsequently admitted to a degree program, the student can, with the approval of the Program Graduate Adviser(s), count a maximum of 12 credits earned as a nonmatriculated student toward the degree.

ADMISSION REQUIREMENTS FOR NONMATRICULANTS

To register for courses as a nonmatriculant, an applicant must:

1. Possess a bachelor’s degree from an accredited college or university.
2. Have a minimum undergraduate average of B-.
3. For the program in accounting, submit the Graduate Management Aptitude Test (GMAT) score.
4. Obtain the approval of the department’s graduate adviser.
5. If submitting academic records from a non-English speaking country, demonstrate competency in English through TOEFL scores of at least 500 (higher for most programs).

STUDENTS WITHOUT BACHELOR’S DEGREES AND SPECIAL STUDENTS

Professionals of exceptional ability may be admitted to graduate courses in the arts, even though they have not earned a bachelor’s degree. The admission of a special student requires approval of the appropriate department chair and the College’s Office of Graduate Studies. Special students are not eligible for any degree.

Lehman Undergraduates

Undergraduate seniors at Lehman College who are highly qualified academically may earn credit in graduate courses. This credit may be applied to the student’s undergraduate degree, or the student may enroll for graduate credit, in which case graduate fees must be paid for the course(s). The option chosen must be specified in writing, and the student must obtain the written approval of the appropriate department chair or Graduate Program Adviser and the College’s Office of Graduate Studies before enrolling in a graduate course.

Applying for Admission

An application form for admission may be obtained from: Office of Graduate Admissions, Shuster Hall, Room 150, 718-960-8702 or the Office of Recruitment, 718-960-8713. Students can also download the matriculant and nonmatriculant graduate applications by logging on to the Lehman College home page at www.lehman.edu. Once on the Lehman College home page do the following:

• Click on the Admissions link “Admissions & Student Services.”
• Then click on “Admissions Information,” which will get you to the graduate matriculant and nonmatriculant application forms.
• Prospective students will need to have Adobe Acrobat Reader or ability to download it before they can download the application desired.

Matriculants

A completed application for applicants seeking matriculation consists of the application form, official college transcripts, letters of recommendation as required by the individual department, and, in some instances, test scores, i.e., the GMAT, TOEFL, or New York State Liberal Arts and Sciences Test (L.A.S.T. is required for education programs), and/or an interview or audition. The number of recommendations required, the particular test required, and whether or not a personal interview or audition is required can be determined by referring to the portions of this bulletin that describe the individual graduate programs.
Completed applications must be on file in the Admissions Office by April 1 (Speech-Language Pathology, March 1) for the Fall semester; November 1 for the Spring semester. The Speech-Language Pathology and Counselor Education Programs accept applications only for Fall Admissions. Spring Admissions for Speech-Language Pathology depends on availability of seats for students, call the department at 718-960-8138 or the Graduate Admissions Office at 718-960-8702 for more information.

Completed applications should be on file in the Admissions Office by April 1 for the Fall semester and by November 1 for the Spring semester. Admission to matriculated status requires review by the department the applicant wishes to enter. Only completed applications are put forward for faculty review.

NONMATRICULANTS

For applicants wishing to enter the College as nonmatriculants, a completed application consists of the application form and college transcripts that show completion of an undergraduate degree and test scores (GMAT/TOEFL) if required. Applications from prospective nonmatriculants may be accepted through the registration period only, subject to available space in the desired program.

PROHIBITION ON SUBMISSION OF FRAUDULENT ADMISSION DOCUMENTS

The submission of documents in support of applications for admission, such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or otherwise deceptive is prohibited and is punishable by a five-year ban on applying for admission or five-year suspension from CUNY. A second violation is punishable by a lifetime ban on applying for admission or expulsion from CUNY.

DEPARTMENTAL APPROVAL FOR REGISTRATION IN COURSES

All applicants for graduate work at Lehman College, whether degree candidates or not, must meet with the program’s graduate adviser before registering for any courses in order to plan an academic program. Registration is not possible without department approval. Telephone numbers of individual departments and program advisers can be obtained from the Office of Graduate Admissions (718-960-8702).

INTERNATIONAL STUDENTS

Lehman College is authorized under federal law to admit nonimmigrant-alien students. At Lehman, an “international student” is defined as any person studying in the United States on a nonimmigrant visa. The Test of English as a Foreign Language (TOEFL) is required for admission of international students, except for nationals of English-speaking countries. The required minimum TOEFL score is 500 for admission to Lehman and is higher in most fields. Information may be obtained from TOEFL/Educational Testing Service, Princeton, NJ 08541-6151, U.S.A. Residents of English-speaking countries are exempted from taking the test.

All students on F-1 or J-1 visas must be fulltime students every semester, carrying a course load of at least 9 credits, to qualify for and maintain this visa status. Form I-20 or IAP-66 will be issued to full-time students who have provided the required financial documentation to the Office of Admissions and have been admitted to the College. Qualified nonimmigrant aliens holding B (visitor) visas who wish to attend or have started attending Lehman College must apply through the international student adviser for a change of status to F (student) visa two months before their current B visa expires. The international student certification officer can provide necessary documentation of the student’s status at Lehman.

The College will not be responsible for any interruption and/or termination of studies and will not refund tuition or fees should the student be unable to obtain the required student visa or transfer and be required to leave the country before the end of a term. Students concerned about their status may consult with the international student certification officer as soon as possible.

All prospective or new international students with student visas must consult the international student certification officer before registration. The officer will inform students about immigration regulations and procedures, currency exchange, off-campus housing, and related matters of special concern to international students.

HEALTH

Students accepted for Lehman degree programs must have the physical and mental health that enables them to conform to all the College’s academic requirements, including completion of the degree within a reasonable period.

Physical examinations are required by the College for programs and activities that may require certification of physical health.

IMMUNIZATION REGISTRATION REQUIREMENT

Students who do not submit proof of measles, mumps and rubella (MMR) immunization or who fail to return the meningococcal meningitis response form within a statutory grace period shall be prohibited from attending the institution. For additional information, you should contact the Health Services Center located in Room 188 of the T-3 Building at the following phone number: (718) 960-8900.

Public Health Law 2165 requires that postsecondary students be immunized against measles, mumps, and rubella (MMR).

All registered full-time students and part-time students born on or after January 1, 1957 who are enrolled for at least six, but fewer than twelve semester hours (or equivalent) per semester in an approved degree program or registered certificate program must submit proof of MMR immunization. Students may be exempt from the required MMR immunizations for religious or medical reasons. To qualify for a religious exception, students must submit a signed statement, or in the event the student is a minor (under 18), a signed statement from their parent or guardian, that they hold sincere and genuine religious beliefs that prohibit immunization. To qualify for a medical exception, students must submit a written statement from a licensed physician or nurse practitioner indicating that such immunization may be detrimental to their health.

Public Health Law 2167 requires that postsecondary institutions provide written information about meningococcal meningitis to its students and that students complete, sign, and return a meningococcal meningitis response form. Public Health Law 2167 does not require that students be immunized against meningitis.

Public Health Law 2167 requires colleges to distribute written information about meningococcal meningitis disease and vaccination and students to complete, sign and return to the college, a meningococcal meningitis response form that: (a) confirms that the college has provided the information about meningococcal meningitis; and (b) indicates that either: (1) the student has received immunization against meningococcal meningitis within the 10 years preceding the date of the response form; or (2) the student has decided against receiving the vaccination. This law applies to students, who are enrolled in at least six semester hours (or the equivalent) per semester. No student may be exempt from receiving information or returning the response form.
TUITION AND FEES

GRADUATE TUITION

Tuition and fee charges are set by the Board of Trustees of The City University of New York. To find out the current tuition and fee rates, please see the Lehman College Website at www.lehman.edu or call the Bursar's Office (718-960-8573).

BOARD OF TRUSTEES GUIDELINES

All fees and tuition charged listed in this bulletin and in any registration material issued by the College are subject to change by action of the Trustees of The City University of New York without prior notice.

In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method of payment

A resident student is a U.S. citizen or permanent resident who has resided in New York State for at least twelve months immediately preceding the first day of classes for the semester for which the residency determination is made and who states his or her intention to permanently live and maintain his or her principal place of abode in New York State.

A full-time graduate student is one who is enrolled for at least 12 credits or equivalent. A part-time graduate student is one who is enrolled for fewer than 12 credits or the equivalent.

For each student, the tuition and fees due depend on whether he/she will attend full- or part-time, whether or not he/she resides in New York State, and whether he/she is or is not matriculated.

All fees, tuition charges, credits, and course hours listed are subject to correction in the event of error. All fees, calculations, and repeat billings are subject to correction in the event of error. Students will be obligated to pay the correct amount.

The schedule of tuition fees shall apply to all scheduled semesters, regardless of duration, subject to such special tuition fee rates as may be established by the Board of Trustees of The City University of New York. The same policy applies to summer session, except that there is no maximum tuition. Summer session students must pay for all credits or credit equivalents taken.

A child of a member of the permanent staff of The City University of New York, or a child of a deceased or retired member of such staff who had served for more than five years on an annual salary, or a child of an employee of the City of New York or of a city agency who is required to live outside the State of New York in the performance of his or her official duties shall be charged resident rates. The resident rate shall be applicable to a student of another college or university which grants, in exchange, resident rates to a student of a college within The City University of New York. Evidence of satisfactory educational qualifications must be presented, and the approval of the president of such college within the City University is required.

All recipients of financial aid should be aware that this aid is based upon the personal and financial information that the student provides to Lehman College. In the event that a student is determined not to be eligible, in whole or in part, for any expected financial aid for which he or she has applied, he or she will be held fully responsible for payment of any monies that are due the College for registration. If students withdraw, either officially (by filling out a withdrawal form in the registrar's office) or unofficially (by not attending classes), from any course or courses for which they have registered and a reduction in aid occurs, the student will be held personally responsible for payment of any monies due to the College.

All students who register for a course or courses must sign the statement of student liability and will be held responsible for all tuition and fees associated with their registration. All graduate students are required to pay a Student Activity Fee, Technology Fee and Consolidated Fee for each semester that they are registered.

### Graduate Tuition

<table>
<thead>
<tr>
<th></th>
<th>New York State Residents:</th>
<th>Non-New York State Residents, including Foreign Students:</th>
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<tbody>
<tr>
<td></td>
<td>Matriculated full-time</td>
<td>Part-time students:</td>
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<tr>
<td></td>
<td>students:</td>
<td>$425.00 per credit</td>
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<tr>
<td></td>
<td>$2,720.00 per semester</td>
<td>plus</td>
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<td></td>
<td>plus $55.00 (Student Activity Fee) per semester</td>
<td>$35.00 (Student Activity Fee) per semester</td>
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<td></td>
<td>and $5.00 (Consolidated Fee) per semester</td>
<td>and $5.00 (Consolidated Fee) per semester</td>
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<td></td>
<td>and $75.00 (Technology Fee) per semester</td>
<td>and $37.50 (Technology Fee) per semester</td>
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<tr>
<td></td>
<td>Matriculated part-time</td>
<td>Maintenance of Matriculation:</td>
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<tr>
<td></td>
<td>students:</td>
<td>$630.00</td>
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<td></td>
<td>$230.00 per credit</td>
<td>Non-Residents:</td>
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<tr>
<td></td>
<td>plus $35.00 (Student Activity Fee) per semester</td>
<td>Full-time:</td>
</tr>
<tr>
<td></td>
<td>and $5.00 (Consolidated Fee) per semester</td>
<td>$3,220.00 per semester</td>
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<td></td>
<td>and $37.50 (Technology Fee) per semester</td>
<td>Part-time:</td>
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<tr>
<td></td>
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<td>$270.00 per credit</td>
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<td>Excess Hours:</td>
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<td>$65.00 per credit</td>
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<td></td>
<td>Maintenance of Matriculation:</td>
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<td>$630.00</td>
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<td>Non-Residents:</td>
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<td>Full-time:</td>
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<td>$455.00 per credit</td>
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<td>Part-time:</td>
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<td>$455.00 per credit</td>
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<td>Excess Hours:</td>
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<tr>
<td></td>
<td></td>
<td>$85.00 per credit</td>
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<tr>
<td></td>
<td></td>
<td>Maintenance of Matriculation:</td>
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<tr>
<td></td>
<td></td>
<td>$1,070.00</td>
</tr>
</tbody>
</table>

*Tuition and fees are subject to change by action of the Board of Trustees of The City University of New York.
**Noninstructional Fees**

Graduate Application Fee.............. $125 (Effective Fall 2005) Nonrefundable
Student Activity Fee............... $55 Full-time (Fall and Spring)
                                 $35 Part-time (Fall and Spring)
                                 $30 (Per Summer Session)
Technology Fee........................................ $75 Full-time (Summer, Fall and Spring)
                                 $37.50 Part-time (Summer, Fall and Spring)
Consolidated Service Fee (all students without exception) .......... $5
Maintenance-of-Matriculation Fee (required to maintain academic status):
                                 New York State residents ...........................................$630
                                 Out-of-state residents.......................................................$1,070
Special Examination Fee: When make-up final exam for one course is taken after scheduled final class exam .............................................$15
Each additional makeup exam taken during that semester .......................$5
Transcript-of-Record Fee .................................................$4
(NOTE: No fee is charged for transcripts sent between City University units.)
Duplicate Bursar Receipt ...............................................$5
Duplicate CUNY Card..............................................$10
Duplicate diploma or certificate in lieu of a duplicate diploma .................$15
Qualifying Examination Fee (for granting credit for courses taken outside CUNY or for pre- or corequisites waived for required courses, per exam) .... $15
Cooperating Teachers Fee.............................................$25
Change-of-Program Fee (for students who change their schedule of classes after it has been approved and recorded) .......................$10
Late-Registration Fee .......................................................$15
Nonpayment Service Fee (for students who are delinquent in making payment of any amount due after the scheduled due date) .............$15
Readmission Fee .........................................................$10
(NOTE: Students who apply to return to the College after an absence of one semester or more (exclusive of summer session) are required to pay this fee to be readmitted to the same unit. The charge is applicable whether or not a student has taken a formal leave of absence. Not applicable to students who have paid graduate Maintenance-of-Matriculation fees for semesters during which they did not take courses. Readmission is only for Matriculated students)
Payment Reprocessing Fee ..............................................$15
(NOTE: A person who is not a U.S. citizen but meets the residency requirements stated above must provide proof of his/her current immigration status.

**Payment Procedures and Refund Policies**

Students may pay their tuition and fees with:
- Cash, MasterCard, Visa, money order, bank check, traveler’s check, personal check, or submitted via the web (using eSIMS). Students paying by check should make the check payable to Lehman College. The College will not accept second-party checks. The College will not accept a personal check from any student who has previously tendered a check that was returned by his/her bank.
- Financial Aid. Matriculated students who are recipients of aid from the Tuition Assistance Program (TAP) must present proof of their award at the time of registration. They will be required to pay any difference. All recipients of TAP should be aware that a student whose enrollment falls below full-time because of his/her withdrawal from, or the College’s cancellation of, a course or courses will not be entitled to his/her financial aid. Students should consult with the Financial Aid Office as to what impact their action may have on their current semester’s entitlement and future semesters’ awards.
- Employer Voucher. Students who anticipate using an employer voucher for payment of their registration should verify with the Bursar’s Office the acceptability of the voucher prior to registration. Vouchers must provide for immediate payment when billed and cannot be dependent on grades received for the term in question.

CREDIT CARDS: The College now accepts credit cards as defined above.

**DEFINITION OF RESIDENCY**

A resident student is one who has had her/his principal place of abode in the State of New York for a period of at least 12 consecutive months immediately preceding the first day of classes for the semester for which the residency determination is made and who states his or her intention permanently to live and maintain his or her principal place of abode in New York State.

A person who is not a U.S. citizen but meets the residency requirements stated above must provide proof of his/her current immigration status.
SPECIAL REQUIREMENTS ON PAYMENTS

All graduate matriculants and nonmatriculants must pay their tuition, Student Activity Fee, Technology Fee, and Consolidated Fee at the time they register. The amounts per credit and per excess contact hour also apply to undergraduates taking courses for graduate credit. Graduate students taking an undergraduate course pay nondegree undergraduate tuition for that course.

Students who have not met all their financial obligations to the College will not be issued a transcript, certificate, degree, or grade until they have made all outstanding payments. Students will not be allowed to register for a new semester unless they have satisfied all previous financial obligations to the College.

Students who do not make full payment on their tuition and fees and other college bills, and whose accounts are sent to a collection agency, will be responsible for all collection costs, including agency fees, attorney fees, and court costs, in addition to whatever amounts the student owes the College. In addition, non-payment or a default judgment against the account may be reported to a credit bureau and reflected in the student's credit report.

THE CITY UNIVERSITY OF NEW YORK POLICY ON WITHHOLDING STUDENT RECORDS

Students who are delinquent and/or in default in any of their financial accounts with the college, the university or an appropriate state or federal agency for which the university acts as either a disturbing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

MISCELLANEOUS COLLEGE CHARGES

Parking Fees
Cars/Motorcycles:
Day or Evening Session: $45 per semester; Summer Session: $20
Purchase permit in 080 Shuster Hall.

Breakage: As per damage
Loss of Key: $1.75 (Shuster 031)
Loss of Equipment/Supplies: List Price

Library Fines
Overdue Books:* 10¢ per day
General Circulation: 17¢ per minute with a maximum fine of $5.00
Study Rooms: after initial two-hour period, fines accrue at 17¢ per minute thereafter
Damaged Books: Based on amount of damage, not to exceed replacement cost plus $5 processing charge.
Lost Books: Replacement cost plus a maximum of $15 processing charge.

Overdue charges are not applicable for days on which the Library is closed. Overdue charges are applicable to lost or damaged books.

*Subject to change

REFUNDS

By action of the Board of Trustees of The City University of New York, the following regulations govern remission of tuition and fees:

REFUNDS OF FEES

The Student Activity Fee, Technology Fee, and Consolidated Fee, or any part thereof are not refundable at any time except when the student’s registration is canceled because of withdrawal of a course or courses by the College or the student totally withdraws prior to the start of classes and is granted a 100 percent refund of tuition.

REFUNDS OF TUITION

Withdrawal and refund requests should be made in the Office of the Registrar (Shuster Hall, Room 114). The date on which this form is completed and filed, not the student's last day in class, is the official date of withdrawal that serves as the basis for computing a refund.

Non-attendance in classes does not waive the tuition liability a student incurs at registration. Any student who is unable to file for withdrawal from a course in person may do so by mail. The official date of withdrawal will be the date the letter is postmarked.

The interval between a properly executed application for a refund and receipt of a refund check is usually five weeks. Students dropping courses will be refunded according to the dates within this schedule. Students may receive a 100% of tuition refund for voluntarily withdrawing from a class up to, and not including, the first day of classes. The first day of classes is not the first day of THE STUDENT’S class but, rather, the college's opening day of classes for the semester or session.

As a result of the Higher Education Reauthorization Act, students who are recipients of Federal financial aid are subject to one of the following Federal Refund Policies (subject to change):

All other students are subject to the following tuition refund schedule approved by the Board of Trustees:

<table>
<thead>
<tr>
<th>Withdrawal (Fall/Spring)</th>
<th>Refund</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before first day of classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal to register at another CUNY college</td>
<td>100%</td>
<td></td>
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<tr>
<td>Through first week of classes</td>
<td>75%</td>
<td>50%</td>
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<tr>
<td>Through second week of classes</td>
<td>50%</td>
<td>25%</td>
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<tr>
<td>Through third week of classes</td>
<td>25%</td>
<td>None</td>
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<tr>
<td>After the end of the third week of classes</td>
<td>None</td>
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</tr>
</tbody>
</table>

SPECIAL PROVISIONS FOR STUDENTS IN THE MILITARY

The following policies apply to students who leave CUNY to fulfill military obligations.

I. Students called up to the reserves or drafted before the end of the semester:
   A. Grades. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).
   B. Refunds. A student called up to the reserves or drafted who does not attend for a sufficient time to qualify for a grade is entitled to a 100 percent refund of tuition and all other fees except application fees.
II. Students who volunteer (enlist) for the military:

A. Grades. Same provision as for students called up to the reserves. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).

B. Refunds. The amount of the refund depends upon whether the withdrawal is before the 5th week of classes.
   1. Withdrawal before beginning of the 5th calendar week (3rd calendar week for summer session): 100 percent refund of tuition and all other fees except application fees.
   2. Withdrawal thereafter: 50 percent refund.

III. Other Provisions for Military Service:

A. Resident Tuition Rates. These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York.

B. Re-enrollment of Veterans. Veterans who are returning students are given preferred treatment in the following ways:
   1. Veterans who were former students with unsatisfactory scholastic records, may be readmitted with a probationary program.
   2. Veterans, upon their return, may register even after normal registration periods, without late fees.
   3. Granting of college credit for military service and armed forces instructional courses.
   4. Veterans returning too late to register may audit classes without charge.

C. Late Admissions. Veterans with no previous college experience are permitted to file applications up to the date of registration, and are allowed to begin classes pending completion of their application and provision of supporting documents.

D. Readmission Fee. Upon return from military service, a student will not be charged a Readmission Fee to register at the same college.

E. Veterans Tuition Deferrals. Veterans are entitled to defer the payment of tuition pending receipt of veterans’ benefits.

F. New York National Guard Tuition Waivers. Active members of the New York National Guard, who are legal residents of New York State and who do not have a baccalaureate degree, are eligible for a tuition waiver for undergraduate study.

REFUND OF TUITION AND FEES TO TAP AND OTHER FINANCIAL AID RECIPIENTS

Students who withdraw during the refund period and have been awarded a full New York State Tuition Assistance Program (TAP) entitlement may elect to use their entitlement as credit toward their current financial liability and, consequently, will forfeit one semester of TAP eligibility; or they may elect to return their TAP award to the Corporation (advantageous only if a small liability is incurred), retain the semester’s TAP eligibility, and reimburse the College for any money due.

- Students who withdraw during the refund period with partial TAP entitlements that are not large enough to cover their tuition liability will be required to pay the difference.
- Students awarded financial aid who change their status from full-time to part-time and vice versa must visit the Financial Aid Office, which will adjust their award.
- Students who withdraw after the refund period may relinquish their TAP entitlement and remaining financial aid award for the withdrawn semester.

COURSES WITH CREDIT EQUIVALENT HOURS

Lehman College courses generally carry a credit value equal to the number of weekly contact hours. In certain courses—generally developmental or compensatory in nature—the number of weekly contact hours may exceed the credit value. These additional contact hours are designated “credit equivalents” or “equated credits.” For courses with credit equivalents, tuition is charged on the basis of contact hours and not of credits. Even if a course offers no credit, it is nevertheless billed according to contact hours. The maximum semester rate applies to these courses alone or in combination with credit-bearing courses.

Financial Aid Programs and Requirements

Information on financial aid is available from the College website at www.lehman.edu/financialaid or in the Financial Aid Office (Shuster Hall, Room 136). Both full-time and part-time matriculated graduate students are eligible for a limited number of financial aid programs. Full-time graduate students are those registered for at least 12 credits (or the equivalent) per semester. Part-time students are those registered for at least 6 graduate credits per semester.

All financial assistance awards are subject to student compliance with federal, state, and/or College regulations concerning satisfactory academic progress and academic standing.

NEW YORK STATE PROGRAMS

Tuition Assistance Program (TAP). Only full-time (12 or more credits) graduate matriculants are eligible for this program. To apply for TAP, students should complete a Free Application for Federal Financial Aid (FAFSA) and the CUNY TAP Supplement Form. Applications are required annually. Applications and information may be obtained in the Financial Aid Office, Shuster Hall, Room 136, or at www.fafsa.ed.gov.

The Federal Direct Loan Program provides loans for graduate students who are enrolled for courses totaling at least 6 credits per semester. The maximum amount granted per year is $8,500. Students must first file a FAFSA Form. An application and information may be obtained in the Financial Aid Office or at www.fafsa.ed.gov.
City University Graduate Tuition Waiver. Graduate matriculants (6 or more graduate credits) may have part of their tuition waived. Eligibility for the waiver is based on financial need and acceptance of some form of self-help, such as Federal Direct loan, Perkins loan, or the Federal Work Study program. Students who are interested in this program may apply by filing a FAFSA Application. These funds are limited and may be exhausted by early applicants. The forms may be obtained in the Financial Aid Office, Shuster Hall, Room 136, or at www.fafsa.ed.gov.

Graduate Assistantships are awarded on the basis of academic ability and achievement. The duties of graduate assistants may include teaching, research, laboratory work, and similar assignments as specified by the student’s academic department. Students who are interested in an assistantship should consult the appropriate department chair.

FEDERAL PROGRAMS

Federal Perkins Loan Program: Application is made through the Financial Aid Office by filing a FAFSA Application. Loans are available to students enrolled with at least 6 or more graduate degree credits. Repayment is at 5% interest and begins six months after graduation or departure from school, and may extend over a period of ten years. NOTE: Students whose Perkins loans have been discharged in bankruptcy are not eligible to receive any further Perkins loans.

Federal Work-Study Program (FWSP): Application is made through the Financial Aid Office by filing a Free Application for Federal Aid (FAFSA) or at www.fafsa.gov.ed. The applicant must be enrolled in courses totaling at least 6 graduate degree credits. Students may work up to 20 hours per week when classes are in session.

Veterans Administration (VA) Educational Benefits: Application Procedures. Application forms are available at all VA offices, active duty stations, and American embassies. Completed forms are submitted to the nearest VA office. In New York City, the Department of Veteran Affairs is located at 245 W. Houston Street, New York, NY 10001.

Educational Programs: The most important categories of Department of Veterans Affairs educational assistance programs are as follows: (a) Montgomery G.I. Bill—Active Duty (Chapter 30), (b) Montgomery G.I. Bill—Selected Reserve (Chapter 106), (c) Veterans’ Educational Assistance Program (Chapter 32), (d) Survivors’ and Dependents’ Educational Assistance Program (Chapter 35), and (e) Rehabilitation (Chapter 31). Eligibility requirements, entitlements, time limits, and programs of education vary somewhat among the programs identified above. Veterans with questions may consult the Office of the Registrar, Shuster Hall, Room 114.

Supplemental Education Benefits: Tutorial assistance, work-study benefits, VA educational loans, and emergency loans are available to eligible veterans. Applications should be secured from the VA. The Veterans Affairs Office is located in the Office of Student Affairs, Shuster Hall, Room 205.

Merit-Based Awards: The Minority Access to Research Careers (MARC) program provides paid laboratory research positions for qualified honors juniors and seniors who plan to attend graduate school in the biomedical fields. The program is supported by a grant from the National Institutes of Health. Awards include a stipend of $10,956 per year, tuition payments, and travel funds to attend scientific meetings. Direct inquiries to the Office of the Dean of Natural and Social Sciences, Shuster Hall, Room 302.

TITLE IV REFUNDS

Effective Fall 2000, CUNY follows the new Federal regulations on the return of Title IV funds. The College will calculate how much Title IV aid has been earned by the student based upon the period of attendance. The unearned portion of the Title IV funds must be returned to the U.S. Department of Education by the College and the student.