



Office of Global Programs
berlin@columbia.edu
t. 212-854-2559 f. 212-854-5164

Tuition Invoice (for Visiting Students Only)
Berlin Consortium for German Studies
Spring 2010

Name: _____

Signature: _____

School: _____

For Columbia University (Barnard College, Columbia College, SEAS, School of General Studies), Cornell University, Johns Hopkins University, Princeton University, University of Chicago, University of Pennsylvania, and Vassar College: You do not need to return this form. You will be billed at your home school's regular tuition rate directly by your home school.

For Visiting Students: If your school is not listed above, then you are considered a Visiting Student. You are responsible for paying tuition and transcript fees directly to Columbia University. If your home school is paying your tuition (check with your study abroad office) and you wish for us to bill them directly, please provide their contact information. Once you return this form with their billing information, you are no longer responsible for the bill although you will still receive an electronic bill through your Columbia e-mail account which you can delete.

Name/Office: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

For all students who are responsible for paying their own bill and whose home schools are **not** paying their bill, you will need to pay your tuition by the stated deadline in order to avoid late fees. You will receive an electronic bill which is payable by credit card or payment plan at your Columbia email account. However, it is often much simpler to send a check with your Columbia University ID (PID) number written on it to the address below by the deadline.

BILL EMAILED: December 11, 2009
BILL DUE: January 28, 2009

The fees are as follows:

Tuition	\$16,400
Transcript Fee	\$95
Balance Due	\$16,495

Enclosed please find a check or money order made payable to Columbia University for the above fees. (Please include your name, BCGS, CUID, and term on the check.)

- One-time payment of the transcript fee, required of all students registered at Columbia University, entitles the student to unlimited, free official transcripts for life.
- Checks must be in U.S. currency drawn on a U.S. bank.
- Checks and money orders must include the student's name and CUID number to ensure timely crediting.
- Payments must be received, not simply postmarked, by the due date in order to avoid late payment charges. Your student account will be updated within two business days of when your payment is processed.
- Payments and the form should be mailed to:
Student Account Payments
P.O. Box 1385
New York, New York 10008-1385

Note: The above address is a processing center for payments by check and money order only. Do not use this address for any mailing that requires signature for receipt, nor for any correspondence.

- For other payment methods, please go to <http://www.columbia.edu/cu/sfs/payments.html>
- Please contact the Office of Global Programs with any questions or problems.