

# Farmingdale State College

State University of New York

## SPRING 2024 PAYMENT INSTRUCTIONS

CLASSES FOR THE SPRING 2024 SEMESTER BEGIN ON MONDAY, JANUARY 22

ACCELERATED SATURDAY CLASSES BEGIN ON SATURDAY, JANUARY 27

If your academic plans change and you will NOT be attending, you must drop your classes within the published refund schedule or you will be financially responsible for the charges on the bill. Please note that failure to submit payment, stopping payment on a check, or not attending class(es) does not classify as an official withdrawal and does not absolve the student of his or her financial obligation or entitle the student to a refund.

The College will not automatically cancel the schedules of students whose bill is in an unpaid status by the payment deadline.

### PAYMENT DUE DATE:

Failure to satisfy your bill by the payment due date; will result in late fees, penalties and holds for future services being placed on your account.

### Payment is due by February 1, 2024

Certain programs may have different payment deadlines:

**Aviation Students:** Payment is due by **January 15, 2024** for students enrolled in the Pro Pilot Program and students who elect to flight train. If your account is not paid by this date, you may be dropped from your flight block. If you have any questions, please contact the Flight Center.

**Students Residing in Campus Housing:** Students must be registered and satisfy their bill prior to checking into the Residence Halls. If you do not have a schedule or remain unpaid, you may lose your room assignment and be placed on the waiting list. If you have any questions, please contact the Residential Life Office.

### BILLING STATEMENTS:

Please be advised that billing has gone "green". Statements are being sent electronically and are available to students and their authorized users to view online in the student's **Student Account Payment/Billing Center**. Once logged in, select "**View Statements**". Students and authorized users will receive an email when an eBill is loaded to the Payment/Billing Center. Paper billing statements will not be mailed.

If you make any changes to your account, check the **Student Account Payment/Billing Center** for your most updated billing information. The Payment/Billing Center account will reflect the most up to date information, and is available 24 hours a day, 7 days a week.

### PAYMENT OPTIONS:

**Credit Card:** Students may pay their bill online, through our secure credit card web site (VISA, MasterCard, American Express and Discover) at [www.farmingdale.edu/studentaccounts](http://www.farmingdale.edu/studentaccounts). If you are paying by debit card, please check with your financial institution to verify the daily dollar limitations prior to submitting your information. Click on the "**Pay Bill Online**" link and follow the prompts. When paying online, please select Spring 2024 to ensure that payment is applied to the correct semester.

***Please note that we do not accept credit card authorizations by telephone, fax, mail or email.***

**Personal or Bank Check and Money Orders:** We will accept checks and money orders in the Student Accounts Office in Laffin Hall, Room 226 during regular business hours. Checks and money orders may also be placed in the Student Accounts drop-box in the lobby on the first floor of Laffin Hall or in the Student Accounts drop-box by Room 226 on the second floor of Laffin Hall.

Checks should be made payable to **Farmingdale State College** (include the student's RAM ID number on the check). For our location, contact information and office hours go to [www.farmingdale.edu/studentaccounts](http://www.farmingdale.edu/studentaccounts).

If paying by mail please return your bill with a check made payable to **Farmingdale State College** (include the student's RAM ID number on the check) to the following address:

Farmingdale State College  
Student Accounts Office - Laffin Hall, Room 226  
2350 Broadhollow Road  
Farmingdale, NY 11735

Please arrange to mail your payment to the Student Accounts Office so that it will reach us prior to the payment deadline.

**Payment Plan:** The College offers a single semester payment plan. To find out further information about the payment plan offered, please go to the Student Accounts page at [www.farmingdale.edu/studentaccounts](http://www.farmingdale.edu/studentaccounts) and click on the "**Payment Plan**" link.

In an effort to better assist students and their families, enrollment in the payment plan is online. To enroll in the payment plan; click the "**PAY YOUR BILL**" link to log into the [Student Account Payment/Billing Center](#). Once logged in, select the "**Payment Plans**" tab and follow the steps.

**International Wire Payment:** Farmingdale State College has partnered with Flywire to offer students an innovative way to streamline international education payments. To make an international wire payment, go to <https://farmingdalesc.flywire.com> and follow the steps.

### **AUTHORIZED USERS:**

Students may add an authorized user, usually a parent or guardian, to their e-bill account in order to view statements or make a payment to their account. In order to add an authorized user, the student logs into the Payment/Billing Center, clicks on "**Authorized Users**" then "**Add an Authorized User**" and follows the required steps.

### **EMAIL:**

Information Technology (IT) assigns all students an official Farmingdale email account. It is to this official address that the Office of Student Accounts will send email communications. Students are obligated to check their email regularly.

### **TUITION, HOUSING, MEAL PLAN AND FEE RATES:**

A detailed explanation of the charges is on the College website.

**Tuition, Housing, Meal Plan and Fee Amounts:** Go to [www.farmingdale.edu/studentaccounts](http://www.farmingdale.edu/studentaccounts) and click on the "**Tuition & Fees**" link to see the Tuition, Housing, Meal Plan and Fee rates.

**Tuition, Housing, Meal Plan & Fee Chart:** Go to [www.farmingdale.edu/studentaccounts](http://www.farmingdale.edu/studentaccounts) and click on the "**Forms & Instructions**" link then "**Tuition, Housing, Meal Plan & Fee Chart**" to see a summary chart of the tuition, housing, meal plan and fee charges.

**Lab/Course and First Day/Inclusive Access Fees:** Students enrolled in certain courses will have lab/course or First Day/Inclusive Access fees added to their bills. Please check the "**Lab/Course and First Day/Inclusive Access Fee Information**" link on the Student Accounts page on our website for additional information.

### **OUT OF STATE TUITION CHARGES:**

If you feel you have been incorrectly charged as an out-of-state student, please go to the Student Accounts page at [www.farmingdale.edu/studentaccounts](http://www.farmingdale.edu/studentaccounts), click on the "**Forms & Instructions**" link and view the information for establishing NY State Residency and the necessary steps you must take to correct the incorrect charge.

### **STUDENT INSURANCE:**

**International Student Insurance:** Students from countries other than the United States are required to be covered by the SUNY International Student and Scholar Health Insurance Program, and will have the charge added to their bill. For additional information, go to [www.uhcsr.com](http://www.uhcsr.com).

### **REFUND POLICY:**

In order to be eligible to receive a reduction of tuition and fee liability for the semester, students must follow the official drop or withdrawal refund deadlines. Failure to submit payment, stopping payment on a check, or not attending class(es) does not absolve students of their financial obligation. The College does not cancel your classes for non-payment or non-attendance.

**Please note that the academic drop/withdrawal deadline is not the same as the deadlines for determining tuition and fee liability.**

To view the refund schedule, go to [www.farmingdale.edu/studentaccounts](http://www.farmingdale.edu/studentaccounts) and click on the “**Forms & Instructions**” link then select “**Refund Schedule**” for the appropriate term. Financial liability to the College will be determined by the refund schedule applicable at the time the drop or withdrawal process takes place. If a course(s) is dropped during the 100% refund period, then no tuition and fee liability will be incurred. After the drop period, if a student wishes to withdraw from a course(s), the refund schedule can be used to determine the reduction of tuition and fee liability that is due. Please note that after the 100% refund period, the College Fee, Transcript Fee, First Day/Inclusive Access Fees, Special Course/Lab Fees and Curriculum Fees are no longer refundable.

### **FINANCIAL AID:**

Applicable financial aid awards have been deducted from the total amount due on your student bill. The remaining balance due must be satisfied with the Student Accounts Office as indicated above. Subsequent financial aid payments will be refunded to you once your account is satisfied. Questions regarding your Financial Aid award should be directed to the Financial Aid Office at (934) 420-2578.

Please see the Financial Aid page on the Farmingdale State College website for [important information regarding Financial Aid processing](#).

### **NYS TAP AWARD AND EXCELSIOR SCHOLARSHIP:**

All students receiving New York State Tuition Assistance Program (TAP) awards or Excelsior Scholarships are responsible for knowing the eligibility requirements. For additional information regarding these programs go to [www.hesc.ny.gov](http://www.hesc.ny.gov). Click on “**Student Access**” then “**Pay**” and under “**Financial Aid**” select “**Grants, Scholarships and Loan Programs**”.

It is your responsibility to ensure that the school code is correctly listed on your TAP award letter. An incorrect school code may result in a delay in your TAP award or decertification. Farmingdale is listed as “SUNY College of Tech at Farni”.

- 3025 Associate Degree
- 6025 Bachelor Degree
- 5125 Graduate Degree – Other NYS awards only. Graduate students are not eligible for TAP or Excelsior.

State awards are not official until NYS Higher Education Services Corporation (HESC) and the Certifying Officer at Farmingdale State College has verified that you meet eligibility requirements.

If you are expecting a NYS award and it is not appearing on OASIS in your Financial Aid awards or is showing as estimated, there could be several reasons. These include:

- Incorrect school code reported on your NYS Payment application
- Income verification has not been completed by NYS Higher Education Services Corporation
- Your NYS Payment application has not been completed or has an error
- NYS Higher Education Services Corporation has requested additional documentation
- As per NYS Higher Education Services Corporation you do not meet the income or NYS residency eligibility for an award
- You are a continuing Excelsior applicant and have not completed the annual TAP application

To view your account at NYS Higher Education Services Corporation, go to [hesc.ny.gov/myaccount](http://hesc.ny.gov/myaccount), and click on “**Review My NYS Financial Aid Information**”. Then select “**Details**” next to the last TAP update date. On the details page, click on the “**Review/Update**” button where you can make changes.

### **DEGREEWORKS AND FINANCIAL AID APPLICABLE CREDITS:**

Only courses that apply to your current academic program can be included to determine your eligibility for federal and state financial aid. We will be using the information from your DegreeWorks audit to determine your applicable credits for each term. At the time of registration and prior to the start of each semester, it is in your best interest to review your DegreeWorks audit to verify the number of applicable credits. This will allow you the opportunity to make course changes, if necessary. If you see any discrepancies or have any questions about a specific course, please consult with your academic advisor or department.

Find out more about DegreeWorks, by going to [www.farmingdale.edu/registrar/degree-works](http://www.farmingdale.edu/registrar/degree-works).

### **PARKING PERMITS:**

All students who plan to bring their car on campus **must** purchase a Farmingdale State College Parking Permit for a cost of \$30.00. If you have any questions regarding the purchase of a parking permit, please contact the Campus Police Office at (934) 420-2561.

Commuter students purchase their permits online through the Campus Police website at [www.farmingdale.edu/campuspolice](http://www.farmingdale.edu/campuspolice). Click on "**Parking & Traffic**" then "**Purchase Permit**" and follow the prompts requesting your RAM ID number and password (OASIS PIN).

Students residing in campus housing must purchase their parking permits at the University Police Office.

The first parking permit for the year is free for Veterans who bring their Military ID to the University Police Office.

**Please Note:** Parking permits will be available for purchase beginning August 1, 2023. Permits are valid from August 1, 2023 through August 31, 2024.

### **BOOKSTORE ACCOUNT VOUCHERS:**

Bookstore account vouchers are available to Financial Aid students who have a credit balance on their Spring 2024 tuition bill. Additional information on obtaining a bookstore voucher can be found at [www.farmingdale.edu/studentaccounts](http://www.farmingdale.edu/studentaccounts), click on the "**Forms & Instructions**" link, then select "**Bookstore Voucher Information**".

**Please note: Rates are subject to change without notice by action of Farmingdale State College of New York and/or the SUNY Board of Trustees.**