

Farmingdale State College

State University of New York

INTERSESSION 2019 PAYMENT INSTRUCTIONS

CLASSES FOR THE INTERSESSION 2019 SEMESTER
BEGIN ON WEDNESDAY, JANUARY 2nd AND END ON THURSDAY, JANUARY 17th

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 absolve students of their financial liability.

The College will not be cancelling 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 4:00 PM on Thursday, December 13, 2018

Please note that some programs may have different payment deadlines.

BILLING STATEMENTS: Initial paper billing statements will be mailed to the student's mailing address on file. Subsequent statements will be received electronically and will be available to students and their authorized users online to view in the student's secure Payment/Billing Center.

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 obliged to check their email regularly.

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 Center, clicks on "**Authorized Users**" then "**Add an Authorized User**" and follows the required steps.

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. 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. If you are paying online, please select Interession 2019 to ensure that payment is applied to the correct semester.

Payment by credit card will also be accepted in the Student Accounts Office. ***Please note that we do not accept credit card authorizations by telephone or fax.***

Cash, Personal or Bank Check and Money Orders: We will accept cash, checks and money orders in the Student Accounts Office in Laffin Hall, Room 226 during regular business hours. 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.

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.

International Wire Payments: Farmingdale State College has partnered with **Flywire** to offer students an innovative way to streamline international education payments. Flywire's mission is to save international students money that would otherwise be lost on bank fees and unfavorable exchange rates. To make an international wire payment, go to www.flywire.com, select **Farmingdale State College** from the list of institutions and follow the steps.

TUITION, HOUSING, MEAL PLAN AND FEE RATES: A detailed explanation of the charges can be found on the College website.

Tuition, Housing, Meal Plan and Fee Amounts: Go to 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 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 Fees: Students enrolled in certain curriculums will have lab/course fees added to their bills. Please check the “**Lab/Course Fees 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, 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.

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 will not be cancelling the schedules of students whose bill is in an unpaid status by the payment deadline.

Please note that the academic drop/withdrawal deadline is not related to the deadlines for determining tuition and fee liability.

To view the refund schedule, go to www.farmingdale.edu/studentaccounts and click on the “**Forms & Instructions**” link then select “**Refund Policy**” 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 and Special Course/Curriculum Fees are no longer refundable.

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 (631) 420-2561.

Commuter students purchase their permits online through the Campus Police website at 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.

Parking permits are free for Veterans who bring their Military ID to the University Police Office.

Please Note: If you purchased a Parking Decal for the Fall 2018 semester, this decal is valid for Intersession 2019. Decals purchased during the Fall 2018 semester are valid through August 31, 2019.

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.

If you have any questions regarding your student account, please contact the Student Accounts Office. Our location, contact information and office hours can be found at www.farmingdale.edu/studentaccounts.

WE ARE REQUIRED BY NEW YORK STATE DIVISION OF THE BUDGET TO INFORM STUDENTS OF THE FOLLOWING:

Failure to pay your debt in full within 30 days of your presumed receipt of your initial notification of the debt (presumed receipt of notification is deemed to occur five days after mailing) will result in the assessment of interest or late fees. Interest will be assessed from the date of your presumed receipt of notification. The interest rate will be compounded daily on the principal balance which is turned over for collection. In addition, should you fail to pay this debt within ninety days following the presumed receipt of the initial notice, a collection fee equal to 22% of the amount then due, including interest (which is at the corporate underpayment rate set by the Commissioner of Taxation and Finance minus two percent), may be added to the amount which you owe.

IMPORTANT NOTE

STATE DEBT COLLECTION LAWS AFFECTING ALL PAST DUE DEBTS OWED TO THE STATE OF NEW YORK

Certain State Laws that became effective on January 1, 1995 granted additional enforcement powers to New York State agencies for collection of non-tax debts. *If you have a current or outstanding debt within the State, you are strongly urged to settle this matter now.*

IMPORTANT PROVISIONS

INTEREST OR PENALTY ON OVERDUE NON-TAX DEBT – State Finance Law 18 - State agencies are authorized to assess interest or late payment penalty charges on overdue debts.

COLLECTION FEE – State Finance Law 18 – State agencies or their representatives may charge collection fees to cover the estimated costs of processing, handling and collecting delinquent debts. The amount can be as much as 22% of the outstanding debt.

AUTHORITY TO HOLD TRANSCRIPTS AND DENY REGISTRATION – Section 302.1 (j) Chapter V, Title 8 of the Official Compilation of Codes, Rules and Regulations – No person shall receive credit or other official recognition for work completed satisfactorily, or be allowed to re-register until all tuition, fees and all other charges authorized by State University have been paid or University student loan obligations have been satisfied.

REFERRAL OF THE DEBT TO THE TAX DEPARTMENT – State Tax Law 171-f – State agencies are authorized to certify to the Department of Taxation and Finance that past due legally enforceable debts should be offset against any tax refunds, contracts or other State payments.

RETURNED CHECK CHARGE – State Finance Law 19 – State agencies are authorized to charge a returned check fee when a check is dishonored.