

Farmingdale State College

State University of New York

FALL 2019 PAYMENT INSTRUCTIONS

CLASSES FOR THE FALL 2019 SEMESTER BEGIN ON MONDAY, AUGUST 26

ACCELERATED SATURDAY CLASSES BEGIN ON SATURDAY, SEPTEMBER 14

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.

Please note that any balance incurred after the payment due date is due within 24 hours.

**The payment due date for Fall 2019 is Thursday, August 15, 2019.
Payment is now due immediately.**

Certain programs may have different payment deadlines:

Aviation Students: Payment is due by Friday, **August 2, 2019** 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.

STUDENT ACCOUNT PAYMENT/BILLING CENTER:

Students and authorized users sign into the Student Account Payment/Billing Center by going to **www.farmingdale.edu/studentaccounts**, clicking the "**Pay Bill Online**" link and following the prompts.

Login to the Payment/Billing Center to:

- Make a payment towards your balance
- Pay an Admissions or Housing Deposit – once logged in, click "**Deposits**" and follow the steps
- Check your balance
- View your payment history
- View and Print your electronic statements
- Enroll in a payment plan
- Add and authorized user

The Student Account Payment/Billing Center will reflect the most up to date billing information, and is available 24 hours a day, 7 days a week. Students should review their account in the Payment/Billing Center frequently.

BILLING STATEMENTS:

The initial billing for the term will be a paper billing statement sent to the student's mailing address on file, and an electronic (e-bill) statement. All subsequent bills will be electronic. Electronic bills are available to be viewed in the **Student Account Payment/Billing Center**.

Students and authorized users will receive an email when an e-bill is loaded to their account. The student's email will be sent to their Farmingdale email account and the authorized user's email will be sent to the email provided when the student set up the authorized user.

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 Fall 2019 to ensure that payment is applied to the correct semester.

Credit card payments may be made 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. Please do not mail cash.

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 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 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.

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.

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 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.

STUDENT INSURANCE:

Sickness/Accident Insurance: Student Insurance provides coverage for both Sickness and Accident Insurance. All students residing in campus housing will have the charge added to their bill, and are required annually to sign a waiver and submit proof of personal insurance (by the published deadline) to the Health & Wellness Center if they do not want the coverage. Optional coverage is available for commuter students. The brochure, waiver form and other information is available online on the Auxiliary Service Corporation (ASC) page of the Farmingdale State College website.

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.

REFUND POLICY:

Please be aware that once registered for classes, the student has incurred a financial liability for the cost of these courses. That liability may be cancelled or reduced by subsequent actions taken by the student including withdrawal. Students should be aware that if they decide not to attend the college after registering for courses, they must withdraw from the course(s) by published deadlines in order to have their liability adjusted and/or a refund processed.

Reduction of tuition and fee liability is made according to SUNY Board of Trustees policies. 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 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 automatically cancel the schedules of students whose bill is in an unpaid status by the payment deadline, and any liability will not be waived.**

To view the refund schedule, go to www.farmingdale.edu/studentaccounts and click on the “Forms & Instructions” link then select the “Refund Schedule” for the appropriate semester.

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

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.

PLEASE NOTE: The last date to process a withdrawal may fall on a Saturday or Sunday. If the drop period falls on a Saturday or Sunday, or the student wishes to process a schedule change outside of office hours, this can only be done online. Financial holds on the student's account will prevent them from dropping the course online. Students with a Financial Hold on their account can only process schedule changes in person at the Registrar's Office during normal business hours.

Procedures for withdrawal from classes and the deadlines for adding or dropping/withdrawing classes is found in the college catalog, at www.farmingdale.edu or by calling the Registrar's Office (631) 420-2776.

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 (631) 420-2578.

Please see the Financial Aid page on the Farmingdale State College website for **Important Recent Changes to Federal Student Aid Programs**.

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.

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.

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.

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, 2019. Permits are valid from August 1, 2019 through August 31, 2020.

BOOKSTORE ACCOUNT VOUCHERS:

Bookstore account vouchers are available to Financial Aid students who have a credit balance on their Fall 2019 tuition bill. Additional information on obtaining a bookstore voucher can be found at 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.

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.