

Farmingdale State College

State University of New York

SPRING 2021 PAYMENT INSTRUCTIONS

CLASSES FOR THE SPRING 2021 SEMESTER BEGIN ON FRIDAY, JANUARY 29

ACCELERATED SATURDAY CLASSES BEGIN ON SATURDAY, FEBRUARY 13

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. Any balance incurred after the payment due date is due within 24 hours.

Payment is due by Tuesday, February 2, 2021

Please note that some programs may have different payment deadlines.

Aviation Students: Payment is due by Friday, **January 15, 2021** 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. 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 2021 to ensure that payment is applied to the correct semester.

Please note that we do not accept credit card authorizations by telephone or fax.

Personal or Bank Check and Money Orders: Checks and money orders may be mailed or put in the Student Accounts drop-box in the lobby on the first floor of Laffin Hall. **Please do not mail or leave cash in the drop-box.**

Please mail your check or money order 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 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 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: Effective the 2020/2021 academic year, Farmingdale State College is no longer offering a school sponsored insurance plan.

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:

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 automatically cancel 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 the same as 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 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 and Special Course/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 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**.

PARKING PERMITS:

Due to the ongoing global pandemic, Farmingdale State College is not selling parking permits for the Spring 2021 semester only. Parking rules and regulations remain in effect.

If you have any questions, please contact the Campus Police Office at (934)420-2561.

BOOKSTORE ACCOUNT VOUCHERS:

Bookstore account vouchers are available to Financial Aid students who have a credit balance on their Spring 2021 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.