

Fees and Financial Aid

Cost of Attendance

The following is the 2007–2008 semester tuition and fee schedule for graduate students. All charges are subject to change by the SUNY Board of Trustees.

Tuition

<i>12 semester hours or more</i>	<i>per semester</i>
New York State Residents	\$3,450.00
Out-of-State Residents	\$5,510.00

Tuition per hour for part-time students

New York State Residents	\$288.00
Out-of-State Residents	\$455.00

Comprehensive Fees

The following fees will appear on the Student Billing Statement as one total called “Comprehensive Fee.”

College Fee

This is a fee imposed on all students attending The State University of New York.

Full time	\$12.50
Part time (per credit hour).....	\$.85

Educational Technology Fee

This fee provides students with full access to campus computing, networking, video and other technology services.

Full time	\$150.00
Part time (per credit hour).....	\$12.50

Health Fee

This fee provides access to a nationally-accredited health care facility on campus. This is not health insurance; having health insurance does not exempt you from this fee.

Full time	\$136.50
Part time (per credit hour).....	\$11.50

Intercollegiate Athletic Fee

A charge that supports all intercollegiate athletic events for women’s and men’s teams.

Full time	\$140.00
Part time (per credit hour).....	\$11.75

Fitness Center Fee

A student fee that supports the Fitness Center equipment and supervision for all students.

Full time	\$12.50
Part time (per credit hour).....	\$.85

Other Fees

Concert Ticket Fee

A charge for all music majors that provides tickets to Community Performance Series concerts..... \$150.00

Field Experience

A fee that supports activities related to the development and implementation of field-based teacher and music education programs

Full time	\$25.00
Part time (per credit hour).....	\$2.00

Graduate Diploma Fee

A one-time fee for matriculated graduate students to pay for their SUNY Potsdam diploma..... \$3.00

Music Equipment Maintenance Fee

A charge for all music majors that provides for maintenance of musical equipment inventory and other music services

Full time	\$150.00
Part time (per credit hour).....	\$12.50

Transcript Fee

A fee which provides official academic transcripts to students and former students at no additional cost upon written request \$5.00/semester

Wilderness Education Fee

A student fee that supports Wilderness Education courses and is specific to the Wilderness Education program.

Optional Fees

International Insurance

An insurance charge mandated by SUNY on all international students \$353.75/semester

Parking and Vehicle Registration

A fee is charged for students who park their vehicles on campus. A prorated fee is charged for part-time students. A separate fee is charged for Summer Session. The basic fees are as follows:

Full-time students \$105/academic year
Part-time students \$52.50/academic year
Summer Session \$20

A \$10 fee is charged for each vehicle registered for campus use. If a permanent change in vehicles is made during the semester, return the original decal to University Police for a free replacement. Temporary vehicles must also be registered with University Police.

Student Accident and Sickness Health Insurance

A Student Accident and Sickness Policy is available to all students and is offered through Niagara National, Inc. by calling 800-444-5530. Contact the Bursar's Office to enroll for coverage each semester..... \$544.00/semester

Room

Contact the Center for Campus Life for detailed information and costs, 315-267-2350.

Standard occupancy (per semester) \$2,460.00

Board

Current prices can be confirmed by visiting our Web site at www.potsdam.edu/paces or by contacting the SUNYCard Office, 315-267-2658. Meal plan components and prices are subject to change annually. The following meal plans were established by the PACES Board of Directors for the 2007-2008 academic year.

Meal Plan Information

Residential Students				
Plan	Price	Guaranteed Meals/Week	FLEX Dining Credits	Be-My-Guest Passes
19-Meal Plan	\$1,895	19	100	5
Lehman Value Plan	\$1,795	Unlimited meals in Lehman	75	5
14-Meal Plan	\$1,750	14	150	3
9-Meal Plan	\$1,675	9	300	3
5-Meal Plan	\$1,395	5	500	3
All FLEX	\$ 750	0	750	0

Commuter Students Only				
Plan	Price	Guaranteed Meals/Week	FLEX Dining Credits	Be-My-Guest Passes
Lehman 50	\$425	50 meals at Lehman	0	0
Lehman 75	\$600	100 meals at Lehman	0	0
Commuter 100	\$100	0	100	0
Commuter 300	\$300	0	300	2
Commuter 500	\$500	0	500	3

Guaranteed Meals

The guaranteed meal portion of your plan provides the security of knowing that your basic dining needs are covered for the entire semester. Guaranteed meals permit you to eat a designated number of meals per week.

Guaranteed Meals and Be-My-Guest Pass Meals can only be used at Lehman Dining Hall, for an all-you-can-eat value. At any time you can eat at other units, except the Greenery and Dexter's, by trading your guaranteed meal in for a Meal Plan Allowance. The allowance is \$5 each for breakfast, lunch, and late night or \$6 for dinner. If you are unable to use your guaranteed meal or meal allowance in a given week, it can not "roll over" for use at any another time.

FLEX Dining Credits

The FLEX portion of your meal plan allows you to use FLEX dining credits to supplement your meal allowance or to make purchases in any dining unit.

Be-My-Guest Passes

Your meal plan includes a number of Be-My-Guest Passes that can be used at Lehman Dining Center during normal serving hours to feed a friend or relative. Be-My-Guest Passes have no cash value, may be used only at Lehman Dining Center and must be used by the end of the semester.

Bear Express Accounts

A Bear Express Account is an optional account designed to assist students in budgeting for cash purchases during the semester. It is a taxable, declining debit account accessed through your SUNYCard. Your Bear Express account can be used to purchase goods at any of the restaurants on campus as well as the College Store, the Union Market, and vending services on campus. This account is also accepted at the SGA and CPS box offices for the purchase of tickets, Student Health Services for the purchase of prescription drugs, and the College libraries to cover library fees. Since it is subject to NYS sales tax, any unused balances will rollover from fall to spring semester. Rollover from the fall semester is also available during winterim. Bear Express balances \$20 or over will be credited to your student account. If your student account does not have any outstanding balances, a refund will result in the spring semester or at the end of the academic year.

The Bear Express account may be deferred to your college bill. You can add money to the account throughout the semester using cash, check or credit card at the SUNYCard Office. It is a convenient way to enjoy purchasing power without cash in all PACES operations.

Bear Express Chart

You can use this page as a worksheet to decide how much Bear Express you might need during the semester at SUNY Potsdam. The chart shows average amount of Bear Express that students have used per semester in the past, but the amount that you will need is based on your individual needs. A common usage for Bear Express is the purchase of textbooks.

How Much Do I Need?

The College Store	\$500.00	_____
The Union Market	\$50.00	_____
Vending.....	\$150.00	_____
Washers/Dryers	\$150.00	_____
Other	\$50.00	_____

Estimated Cost of Similar Community Accommodations

Room	\$2,125/semester
Board	\$1,535/semester

Personal Expenses (estimated for full time)

Books and supplies	\$500.00/semester
Transportation: In-state	\$400.00/semester
Miscellaneous living costs.....	\$650.00/semester

Miscellaneous Charges

Administrative Fee (maximum)	\$50.00
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Definition of Administrative Fee: Fee assessed for rebilling based on non-return of the Student Billing Statement by the prescribed date.

Late Payment Fee (maximum)	\$50.00
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Definition of Late Payment: Any payment not completed at the appropriate time established by the Bursar's Office for each academic term.

Late Registration Fee (maximum).....	\$30.00
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Definition of Late Registration: Any registration not completed at the appropriate time established for each registration period.

Returned check	\$20.00
Graduate application fee.....	\$50.00
Parking fine.....	\$15.00
Handicapped zone fine.....	\$50.00

Payment of College Bill

SUNY Potsdam will mail a Student Billing Statement with a respective due date for the semester of enrollment. The Student Billing Statement will reflect the cost of attendance based on the credit hours of enrollment at the time of billing. Late fees may be applied to student accounts that are considered past due. State regulations require interest to be charged on past due accounts.

Payments may be made by cash, check, MasterCard or Visa. Tuition may be deferred to confirmed financial aid awards. SUNY policy requires the College to take the following measures for students in default of financial obligations, per Section 302.1 (j) of Chapter V, Title 8 of the Official Compilation of Codes, Rules and Regulations:

1. Deny registrations for any subsequent term;
2. Withhold official transcripts;
3. Cancel current registrations where the College has inadvertently allowed students to register;
4. Withhold the granting of degree(s);
5. Withhold semester grade reports.

To assist students, the College bill may be paid through the SUNY Potsdam Time Payment Plan (for fall and spring semesters only). The SUNY Potsdam Time Payment Plan allows the semester cost to be spread over three payments: one-half due by the billing due date as indicated on the Student Billing Statement, with two subsequent quarterly bills due within the semester of enrollment. Information may be obtained by contacting the Bursar's Office at 315-267-2137.

If financial aid exceeds the student's College bill, a refund will be issued in the student's name. The Bursar's Office will e-mail students at their SUNY Potsdam e-mail account address of the availability of the refund check.

Failure to Pay the Student Account Charges

SUNY Potsdam is authorized to charge an Administrative Fee and/or Late Payment Fee per State of New York Finance Law, Section 18. State agencies or their representative may charge collection fees (up to 22%) to cover the estimated cost of processing, handling and collecting delinquent accounts. Failure to pay the Student Account balance in full may result in referral to a collection agency or the New York State Attorney General, Civil Recoveries Bureau. State Tax Law 171-f authorizes state

agencies to certify to the Department of Taxation and Finance that past-due legally enforceable debts should be offset against tax refunds, contracts or other state payments.

Refund Policy

Students who withdraw from the College will be refunded tuition and room payment in accordance with the following schedule:

<i>Official Withdrawal During</i>	<i>Semester Refund</i>
1st week.....	100%
2nd week.....	70%
3rd week.....	50%
4th week.....	30%
5th week.....	0%

Students who withdraw from all courses and have had Federal Financial Aid applied to their student account will have their student accounts refunded according to Federal Title IV regulations (see Federal Title IV Withdrawals).

Approval of the withdrawal, with the date it becomes effective, must be certified by the President of the College or designee. No money shall be refunded unless application of refund is made within one year after the end of the term for which the tuition to be refunded was paid. For refund purposes, the first day of the class session shall be the first day of the semester or other term: the end of the first week shall be deemed to have ended when seven calendar days, including the first day of the semester or term, have elapsed.

Fees are not refundable under ordinary circumstances if at least one course in the term is attended.

A tuition schedule for any term other than the above is available at the Bursar's Office, Raymond 412.

The College Fee and Intercollegiate Athletic Fee are not refundable under ordinary circumstances.

The Musical Equipment Maintenance Fee is refunded only if students do not attend and have previously paid the fee.

Board (food service) refunds are made in accordance with the policies of PACES Dining Service. The Health Fee and Technology Fee may be waived in special circumstances by written request to the respective Offices.

If financial aid exceeds the student's College bill, a refund will be issued to the student.

Federal Title IV Withdrawals

Any student who has Federal Title IV financial aid and has fully withdrawn from all courses is subject to review under Federal Register Title IV policy.

Title IV financial aid includes Ford Federal Direct Subsidized Loans, Unsubsidized Loans and Direct PLUS Loans, Federal Perkins Loans, and Federal PELL and SEOG grants.

Federal Title IV financial aid shall be pro-rated based on the policy outlined by the U.S. Department of Education. Eligibility of Federal Title IV financial aid is proportional to

the number of days the student attends to the total number of days in the academic semester.

Policy information regarding Federal Register Title IV guidelines is available in the Bursar's Office.

Financial Assistance for Graduate Students

Financial Aid

There are three major types of financial aid available to students: Grants and Scholarships (awards which do not have to be repaid); Loans (which must be repaid); and Employment (allows students to earn money to be used toward educational expenses). Please note that to be considered for government aid, a student must be matriculated (that is, accepted into a degree program).

The primary responsibility for meeting college costs rests with the student.

A family contribution, consisting of student contribution for graduate students, is calculated based upon a review of the data reported on the Free Application for Federal Student Aid (FAFSA). This application gathers information about the student's income, assets, household size and other resources such as Veteran's or Social Security Benefits.

When all available resources have been determined, they are subtracted from the cost of attending college for the year, and the difference, if any, is known as Financial Need. The College may help meet this need through some combination of its own student aid funds and those funds available from other public or private sources.

General Financial Aid Procedures

The following application procedures apply to federal financial aid programs, including the Federal Perkins Loan, William D. Ford Federal Direct Loans and Federal Work Study (FWS).

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The SUNY Potsdam code is 002850. Students who applied for aid in the previous year should receive Renewal FAFSA materials from the federal government.
2. To receive maximum consideration for Federal Perkins and FWS, it is suggested that the FAFSA be completed as early as possible. The College will consider applications on a rolling basis and awards will be made providing funds are still available.
3. To be eligible you must 1) be a U.S. citizen or permanent resident alien, 2) be enrolled (or accepted for enrollment) in a degree program, and 3) register for at least six credit hours per term.
4. Read the following sections for details concerning the special application procedures required for other forms of financial aid, such as Tuition Assistance Program (TAP). Most forms of financial aid require at least six weeks for processing.

Financial Aid for Summer Session

In order to be considered for summer financial aid, receipt of FAFSA data is required *prior to* the last day of the last session for which you are enrolled. *If you wait to file your FAFSA and we receive the data after you have already completed summer classes, you will not be eligible for summer financial aid.*

You will also need to submit the Summer Aid Application to the Financial Aid Office once you are registered for summer classes. The application is available in mid-April, on line and in the Financial Aid Office. If you plan to attend classes at another institution for the summer, you will also need to submit a Student Consortium Agreement, which is found on the back of the Summer Aid Application. You will need to: be a matriculated graduate student for the summer session to receive summer aid, *be registered in at least six or more credit hours to receive a federal loan and/or any TAP grant*, and complete the FAFSA at least six weeks in advance of needing funding.

You must maintain Satisfactory Academic Progress according to the standards published in the SUNY Potsdam Academic Catalog to be academically eligible for aid for the summer session.

Changes to your summer course registration that are made after aid has been determined will result in delays and/or potential issues with any expected refund.

Summer Disbursements and Refunds

Disbursement of summer funds will be based on your summer enrollment. Your loan will fully disburse when you are enrolled in six or more credit hours. Example: If you are enrolled in three credits in Session I, three credits in Session IIC and three credits in Session IID, your loan would not disburse until the start of session IIC.

In the above example, the Bursar's Office will defer your Session I costs because your loan cannot be certified for six credit hours until the start of Session IIC. No refund will be given during Session I. If you drop the remaining classes, causing you to only be enrolled in three total hours for summer, the Bursar's Office will then send you a bill that must be paid prior to the start of the fall semester. You might also owe a bill if you drop a class after the class start date or if you drop a class after receiving your summer refund. Failure to pay for a bill could cause a hold on your records.

Refunds will be available on or shortly after the session in which you are enrolled in six or more credit hours. Refunds will be based on the amount of funds available after the bill has been paid for a session. You might have to make other arrangements if you are planning to use refunded money for outside payments (books and summer rent) since there may be a delay if you are not enrolled in six credit hours in Session IA. The Bursar's Office will notify you via e-mail when your refund is available.

Full-time status for graduate students for the purpose of awarding financial aid is 12 or more credit hours.

For more information about financial aid for summer and to access the Summer Aid Application, please visit the Financial Aid Office or our web site at: www.potsdam.edu/financial.

Financial Aid Programs

Graduate students may be eligible to participate in: federal, state and/or SUNY Potsdam financial aid programs, including the following major sources of assistance for graduate students. Additional information may be obtained by contacting the Financial Aid Office, SUNY Potsdam, Potsdam, New York 13676; 315-267-2162; fax 315-267-3067; www.potsdam.edu/admission2.html. Please note that communications from the Financial Aid Office will come primarily in the form of e-mails to your SUNY Potsdam account – be sure to check your Potsdam e-mail regularly.

Federal Financial Aid

Federal Work Study (FWS)

FWS is awarded to some students who have financial need. Based on availability, students may select their place of employment from various openings throughout the campus. Job openings are posted online at www.potsdam.edu/hr/studentemploy. Students may work approximately five to seven hours per week and are paid between minimum wage and \$8/hour.

To apply for FWS, refer to the General Financial Aid Procedures.

Federal Perkins Loan

Depending on financial need, students may qualify to borrow through the Federal Perkins Loan Program. To apply, refer to the General Financial Aid Procedures on page 59.

The current interest rate, which accrues only during the repayment period, is five percent on the unpaid principal balance. Repayment begins nine months after graduation or leaving school, and may extend up to ten years. Several deferment options are available to postpone repayment for those who qualify.

Cancellation benefits are available for a variety of reasons to teachers in federally designated low-income schools, and to those who teach in fields designated as having a shortage of teachers. Additional loan cancellation options are available to nurses, medical technicians, law enforcement or corrections officers, VISTA or Peace Corps volunteers and for service in the U.S. Armed Forces.

Veterans' Benefits

Veterans of the U.S. Armed Forces, National Guard, and Reserves, their dependents and survivors may be eligible for postsecondary education benefits. For detailed information, contact the Veterans Administration at 1-888-442-4551 or see the GI Bill Web site: www.gibill.va.gov.

If you are planning to use GI benefits at SUNY Potsdam, please contact the campus coordinator of Veterans' Education Benefits in the Registrar's Office, 1-877-768-7326 or 315-267-2154. The Potsdam Web site is www.potsdam.edu/REG/veterans.htm.

William D. Ford Federal Direct Loans

The William D. Ford Federal Direct Loan program provides low-interest rate loans to students. Eligibility for funding is determined through federally mandated award formulas, using data provided on the FAFSA.

First-time borrowers will be required to sign a Master Promissory Note (MPN), agreeing to repay funds borrowed through this program. Once an MPN has been submitted and processed it is good for up to 10 years of borrowing.

These loans have a 2.5% origination/insurance fee, with an automatic rebate of 1.5%.

The combination of subsidized and unsubsidized loans cannot exceed the maximum annual loan limit of \$20,500.

Federal Direct Subsidized Stafford Loans: Federal Direct Subsidized Stafford Loans are need-based and are interest-free while the student is enrolled in college on at least a half-time basis. Repayment with interest begins six months after the student leaves school or drops below half time. The interest rate for new borrowers is variable with a maximum annual rate of 8.25%. Maximum amount per year is \$8,500.

Federal Direct Unsubsidized Stafford Loans: The Federal Direct Unsubsidized Stafford Loan program has similar terms, interest rate and annual loan limit to the Subsidized Federal Stafford Loan program. Unlike the Federal Direct Stafford Loan, the unsubsidized loan is not need-based, and the student is responsible for paying the interest, which accrues while in school. Interest may be capitalized (added to the principal balance) as a means of deferring payment. To obtain a Federal Direct Unsubsidized Loan you must first be evaluated for federal need-based funds.

Federal Direct Graduate Plus Loans: Federal Direct Graduate Plus loans are for graduate students and the program is similar to that of the Federal Direct Parent Loan for Undergraduate Students (PLUS loan). A matriculated graduate student, who is enrolled in at least six credits in a semester, can borrow up to the Cost of Attendance minus other aid. The interest rate is fixed at 7.9%. A Master Promissory Note is required. A credit check applies, however, if a student is denied he/she can apply with an endorser. Repayment begins 60 days after the final disbursement, but students can apply for a deferment and interest will be capitalized.

Federal Satisfactory Academic Progress

Federal regulation mandates that a recipient of Federal Title IV aid (Federal Perkins Loan, Federal Work Study, Federal Stafford Loan) make satisfactory progress toward the completion of a degree to maintain eligibility for that funding. Progress must be reviewed, on a cumulative basis, after each term of enrollment, including periods for which the student did not receive financial aid.

Grade Point Average (GPA) Requirement: Federal aid recipients must maintain a GPA satisfactory for enrollment as a matriculant, as defined by the Academic Standards Committee, in the "Academic Standards Policy."

Credit Hour Requirement: Federal aid recipients are required to earn a minimum of 67% of all attempted credit hours. Transfer credits will be included in the evaluation of this requirement. Withdrawals, Incompletes and Repeated coursework must also be considered in the analysis, and will be included in the calculation of cumulative attempted credit hours.

Readmission and Academic Forgiveness: Students who are readmitted or students who have been granted academic forgiveness for previous coursework are subject to the standards defined in this policy for federal aid eligibility. Academic progress will be reviewed upon readmission and receipt of the Free Application for Federal Student Aid (FAFSA). All previous coursework at SUNY Potsdam must be included in each review of academic progress for federal aid; therefore, even coursework "forgiven" academically must be considered in the review.

Appeals: Students who have been deemed ineligible for federal aid, on the basis of this policy, may appeal the status through the Financial Aid Office. Appeals will be considered on the basis of mitigating circumstances, such as personal illness or injury, or the death of an immediate family member. The Satisfactory Academic Progress Committee will review appeals; decisions of the committee will be forwarded to each appellant in writing, and will be final.

State Aid

Graduate Opportunity Waiver Program

This need-based program provides a tuition scholarship to former EOP, SEEK or HEOP students who are accepted and enrolled as full-time graduate students. The waiver is typically awarded on the basis of merit. Unfortunately, there is insufficient funding to support all eligible applicants. Applications and all supporting materials must be submitted to the Office of Graduate Studies by April 1.

SUNY Underrepresented Minority Graduate Fellowship

This fellowship program was implemented to advance graduate education for those minorities who continue to be underrepresented in SUNY. To be eligible an applicant must be 1) a U.S. citizen or have permanent resident status; 2) a member of one of the following groups: Native American, African American or Hispanic American; and 3) accepted for full-time graduate study (registered for 12 graduate hours or more). The fellowship includes both a stipend and tuition scholarship, amounting to a maximum of \$10,000 for the academic year. Applications and all supporting materials must be submitted to the Office of Graduate Studies by April 1.

Tuition Assistance Program (TAP)

TAP is a grant program that provides aid to New York State residents attending college full time, in New York State. Higher Education Services Corporation (HESC) determines final award eligibility.

To be eligible, a student must:

1. be a New York State resident and a U.S. citizen or permanent resident alien;
2. be enrolled full time (registered for at least 12 credit hours per semester) and matriculated at an approved postsecondary institution.

Students may be required to complete a separate Express TAP Application (ETA), in addition to the FAFSA. If the ETA is required, one will be forwarded by HESC. The Graduate TAP code is 5615.

Awards are based on net taxable income. The maximum award for graduate study is \$275 per semester. Graduate students may receive TAP awards for up to four years of study. However, no student may receive awards for more than a total of eight years of undergraduate and graduate study.

TAP AWARD ACADEMIC STANDARDS*

Matriculated Graduate Students – SUNY Potsdam

Before being certified for this payment	First	Second	Third	Fourth
a student must have accrued at least this many credits	0	6	12	21
with at least this grade point average	0	2.0	2.5	2.75

Note: TAP award payments will not be certified unless the specified number of credits and minimum grade point average is met or exceeded semester by semester as shown above.

*One waiver permitted by appeal to the Registrar’s Office (for serious illness of the student, serious illness or death in the immediate family, emotional difficulties, or other detailed and documented unusual personal circumstances).

SUNY Potsdam Assistance Programs

Graduate Academic Assistantships

Graduate Assistantships (GAs) are awarded annually to students who have demonstrated a high degree of academic excellence and professional competence. A limited number of GAs offering both a stipend and a tuition scholarship are available for the academic year based on the availability of funding. Graduate Assistantships are awarded typically on the basis of merit, and it is assumed that GAs will be associated with their major departments and/or School to supplement their graduate degree program.

Eligibility: Consideration is given only to applicants who plan to earn a graduate degree at SUNY Potsdam. Assistantships cannot be awarded to part-time students or to non-matriculated students.

Candidates for an assistantship must submit applications for both an assistantship and for a graduate degree program. Official transcripts of all previous collegiate-level work and three letters of recommendation must be submitted.

Work Guidelines: Full-time graduate assistants receiving the stipend plus tuition scholarship may be associated with their major departments for an average of 20 hours each week. Their responsibilities will be determined by each of the academic departments involved.

The number of credit hours for which a graduate assistant is registered ordinarily shall be at least nine semester hours and shall not exceed 15 semester hours without the approval of the department and/or School. Graduate Assistants who wish to take advantage of the tuition scholarship must be registered full-time (as determined by their program of study).

Applications: Inquiries and application requests should be directed to the Graduate Studies Office, SUNY Potsdam, Potsdam, New York 13676. Applications and all supporting materials must be received by May 1.

Special Assistantship Application Procedures for Crane: Graduate Assistantships in The Crane School of Music are available to qualified full-time music graduate students during the regular academic year only. Applicants for music assistantships must submit an application, available on the web at: www.potsdam.edu/crane, click on “Graduate Studies” and appropriate supporting materials (e.g., letters of recommendation and materials to document skills, experience or achievement in areas of expertise) to the Office of Graduate Music Study, The Crane School of Music, SUNY Potsdam no later than March 1. Assistantships will be awarded on the basis of student admission to the program, academic credentials, and skill/experience/achievement in the area of each designated assistantship.

Residence Life Assistantships

Residence Life has assistantships available each year for qualified applicants. Successful candidates serve as the Residence Hall Director of a building of about 200 students and six student staff members. Remuneration consists of a stipend of \$2,000, up to 18 credits of SUNY Potsdam graduate tuition assistance (9 credits each semester), a board plan, a benefits package and a furnished on-campus apartment. Interested candidates should contact the Center for Campus Life, Draime Hall Extension, 315-267-2350.

Other Part-time Student Employment

A limited number of part-time employment opportunities (in addition to Federal Work Study) are available on campus. Employment with the food service program, as a residence hall assistant or as a student assistant with an academic or administrative department are a few examples of the various on-campus job opportunities.

Job openings through student assistantships, Student Government Association, PACES Dining Services, Temporary Service and the Potsdam College Foundation are posted at www.potsdam.edu/hr/studentemploy.

Emergency Refund Advance

The Financial Aid Office administers a short-term loan program, which is intended to assist students during times of unanticipated emergencies or other demonstrated necessity. SUNY Potsdam students registered full-time who have financial aid pending may request emergency advances of up to \$500. A \$10 service fee will be charged for each approved advance. To obtain an application form, contact the Financial Aid Office. Students must be eligible for financial aid and anticipating a refund to receive this advance.

SUNY Potsdam Graduate Scholarships

The scholarships listed are awarded by the Potsdam College Foundation through gifts from alumni and friends of the College. Applications for the education scholarships may be obtained from and returned to the Awards and Scholarship Committee, School of Education and Professional Studies at the beginning of spring semester. Information for the music scholarships may be obtained from Crane School of Music, Graduate Music Office.

School of Education and Professional Studies

Alumni Scholarship

Awarded to matriculated students in a teacher certification program.

Annual Fund Scholarship

Awarded to matriculated students in a graduate or undergraduate teacher certification program who have completed 12 credits of education courses with a minimum cumulative grade point average of 3.5 in their major.

Lorraine Mader Bryner Memorial Scholarship

Awarded to a graduate student pursuing a Master's degree in Special Education. Candidate must have the ability to demonstrate potential and commitment to becoming an exceptional teacher in Special Education.

Winton H. Buddington Reading Scholarship

Awarded to matriculated students in the MSED program with a Literacy specialization who have completed at least nine graduate credits with a minimum cumulative grade point average of 3.5.

Peg Cullen Scholarship

Awarded to a graduate student who is enrolled in a teacher education program. Candidate must exhibit a commitment to teaching, financial need, and have a minimum undergraduate grade point average of 3.0.

William Q. & Patricia B. Davis Fellowship

Awarded to graduate matriculated student enrolled in MSED Literacy program, having graduated with an undergraduate

grade point average of 3.0 or above or current graduate student grade point average of 3.5 or above if recipient has had one or more semesters of graduate courses. Must provide evidence of ability to plan and organize other staff under their authority, experience in facilitating goal setting and accomplishment, successful teaching experience including pre-service and in-service. Preference will be given to candidates with some background in national and international travel. Candidate will work in the Rebecca V. Sheard Literacy Center a set number of hours per week.

Florence M. Dowd Scholarship

Awarded to matriculated students in pursuit of an undergraduate or graduate degree in the elementary certification, MSED (elementary), or MST (elementary) program. Recipient must be a graduate from (in order of preference) Canton Central High School, Lisbon Central High School or Ogdensburg Free Academy.

Dorothy C. & John P. Flynn Fellowship

Awarded to a non-traditional student aged 25 years or older who has completed a bachelor's degree and was previously a student in an EOP program at the baccalaureate level. Candidates will be enrolled in a graduate program at the College.

Alfred W. Santway Scholarship

Awarded to full-time matriculated students in pursuit of a graduate degree in the Master of Science in Education or Master of Science in Teaching program who have completed at least 12 graduate credits. Preference will be given to residents of St. Lawrence County who have proven financial need, seriousness of purpose, and academic achievement.

James Walter and Ruth Johnson Scott Student Scholarships

Awarded to matriculated graduate students in pursuit of a graduate degree in the Master of Science in Education or Master of Science in Teaching program. Preference will be given to those demonstrating academic excellence and financial need.

The Crane School of Music

Helen Snell Cheel Scholarship*

Awarded to full-time graduate students in The Crane School of Music who have proven musical ability and financial need. Selection is made by the Potsdam College Foundation and the Dean of The Crane School of Music based upon the recommendation of The Crane School of Music Graduate Program Committee.

Warren Earl Hultberg Scholarship Fund*

Awarded to students in the graduate music program in The Crane School of Music. Selection is made based upon the recommendation of the Dean of The Crane School of Music.

*These scholarships do not have a separate application.