

## COST OF ATTENDANCE

Charges are based on 2009-2010 cost. All charges are subject to change by the SUNY Board of Trustees. For the most current cost, please visit the Office of Student Account web page ([www.potsdam.edu/offices/studentaccounts/](http://www.potsdam.edu/offices/studentaccounts/)) and click on the Tuition and Fee Schedules link.

### Tuition

<b>Full-time Students</b> (12 semester hours or more)	Semester
New York State Residents .....	\$2,485
Out-of-State Residents .....	\$6,435

#### Part-time Students

New York State Residents .....	\$207 per credit hour
Out-of-State Residents .....	\$536 per credit hour

### Fees

#### Comprehensive Fees

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

##### College Fee

A fee imposed by SUNY

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

##### Student Government Association Fee (SGA)

Assessment by the Student Government Association for activities that include student social programs, student clubs and organizations and publications which are approved by a periodic student referendum.

Full-time .....	\$80
Part-time (per credit hour) .....	\$6.50

##### Health Fee

A student fee which provides access to a nationally accredited health care facility on campus. This is not health insurance.

Full-time .....	\$149
Part-time (per credit hour) .....	\$12.50

##### Intercollegiate Athletic Fee

A fee that supports all intercollegiate athletic events for women and men's teams.

Full-time .....	\$153
Part-time (per credit hour) .....	\$12.75

##### Fitness Center Fee

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

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

##### Technology Fee

This fee is a critical component in supporting the college's various technological services utilized by all students. Services include e-mail, online web course registration and access to grades (BearPAWS), projection classrooms, hands-on classroom computer labs, curricular software, printing, various Internet web resources, and the learning management software (Blackboard).

Full-time .....	\$165
Part-time (per credit hour) .....	\$13.75

##### Transcript Fee

A fee which provides official transcripts to students and former students upon written request. \$5 (per semester)

##### Other Fees

###### Course Fees

A course based fee that supports related expenses for students enrolled in specific courses offered by The Crane School of Music, Art, Theater and Dance, Geology and Wilderness Education departments.

###### Field Experience Fee

A fee that supports expenses associated with the implementation of field-based teacher and music education programs. The fee begins in the sophomore year and continues until commencement.

Full-time .....	\$35
Part time (per credit hour).....	\$3

###### Concert Ticket Fee

A charge for all Crane music majors (undergraduate and graduate) which supports the expense of concert tickets for required attendance at concerts during the semester.

Per semester .....	\$200
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###### Orientation Fee

A one-time fee charged to all first-time students for social, cultural and educational activities related to entering the College.

Freshman .....	\$195
International .....	\$130
Transfer .....	\$35
On-line .....	\$35

##### Optional Fees

###### Alumni Fee

Enables SUNY Potsdam to sponsor ongoing programs such as Alumni Career Day, Family Weekend, Parent's Association, as well as funding of internships, practica, assistantships, field service and other experiential learning opportunities.

Per semester.....	\$10
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###### Student Accident and Sickness Health Insurance

Student Accident and Health Insurance Program charges are billed by semester. See Health Services section.

Per semester.....	\$756
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###### Parking Fee

All vehicles parked on campus must display a valid parking decal or permit. The fee schedule is as follows:

Full-time students (12 or more credit hours) .....	\$95/academic year
Part-time students (11 or less credit hours).....	\$47.50/academic year
Student teachers .....	\$70/academic year
(full time on campus fall semester; off campus student teaching spring semester)	
Summer students.....	\$20/summer

For information regarding discounted fees for designated parking areas, motorcycle permits, visitor, temporary and occasional use permits, please contact the University Police, Van Housen Hall, 315-267-2222.

### Miscellaneous Charges

Late Add/Drop Fee (per course) .....\$15  
 Late Registration Fee (maximum).....\$50  
 Definition of Late Registration: Any registration not completed at the appropriate time established for each registration period.

### Other Expenses

#### Room

For more detailed information please visit us through the campus web site [www.potsdam.edu](http://www.potsdam.edu) or call 315-267-2350.

Standard Double Occupancy Rate for 2009-10..\$2,685 per semester

#### Board

All students who live on campus are required to buy a residential meal plan unless they have satisfied the residency requirement and live in a town house or a Lehman apartment. If you do not select a meal plan, you will be assigned the 14Meal plan and billed accordingly. For meal plan descriptions, please see page 37.

Current prices and information can be found at [www.potsdam.edu/studentlife/dining/MealPlans/](http://www.potsdam.edu/studentlife/dining/MealPlans/) or by contacting the PACES SUNYCard Office at 315-267-2658. Meal plan prices are subject to change annually.

#### Personal Expenses (estimated for full-time)

Books and Supplies ..... \$600/semester  
 Transportation: In-state ..... \$400/semester  
 Miscellaneous living costs ..... \$550/semester

### Payment of College Bill

SUNY Potsdam will mail a Student Billing Statement approximately 30 days prior to the start of the semester. Billing statements are also available on-line through the student BearPAWS account. Bills are due approximately 14 days prior to the first day of classes. The Student Billing Statement will reflect the cost of attendance based on the credit hours of enrollment, major and type of courses selected at the time of billing. Late fees will be applied to student accounts that are not paid by the bill due date. The following NYS regulations apply to all billings:

Per State Finance Law, § 18, State agencies are authorized to assess interest or late payment penalty charges on overdue debt. State agencies or their representatives may charge collections fees to cover the estimated cost of processing, handling and collecting delinquent debts. If the debt is not paid within 90 days of your presumed receipt of this notice, the amount can be as much as 22 percent of the outstanding debt.

Per § 302.I(j) of 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 SUNY Potsdam have been paid or student loan obligations have been satisfied.

Per State Finance Law Section § 19, State agencies are authorized to charge a return check fee when a check is dishonored.

Per State Tax Law §171-f, State agencies are authorized to certify to the Department of Taxation and Finance that past due legally enforce-

able debts should be offset against any tax refunds, contracts or other State payments.

Payments may be made by cash, check, MasterCard or VISA. Payments using MasterCard and VISA credit and debit cards should be made on-line using the web payment option available through the Office of Student Accounts web site link or through the student BearPAWS account billing statement. Charges may be deferred to confirmed financial aid awards and if so a credit will be noted on the billing statement. SUNY policy requires the College to take the following measures for students in default of financial obligations:

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 degrees;
5. Withhold semester grade reports.

If financial aid exceeds the student’s College bill or an overpayment exists, a refund will be issued in the student’s name. The Student Accounts Office will send a notification to the student’s SUNY Potsdam e-mail address when the refund is available.

### Refund Policy

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

Official Withdrawal during	Semester Refund
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.

#### 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