



THE STATE UNIVERSITY OF NEW YORK

Potsdam

July 2011

Dear Students and Parents,

The Office of Student Accounts at SUNY Potsdam has made some **important** changes for the 2011-2012 academic year and forward. Beginning in Fall 2011, we will no longer print and mail paper bills to the student's home mailing address. We hope you will appreciate our efforts to make bills, payment and refunds easier and "Greener" for everyone.

- **E-BILLING** Semester bills have been online for a few years. As of Fall 2011 semester, we will no longer print and mail paper bills. The semester bill will be assessed the middle of July and available in BearPAWS. We will notify the student via email to the student's Potsdam Email account when the statement is available for viewing. Bills are due on or before **August 15, 2011**.
- **GUEST ACCESS TO STUDENT BearPAWS ONLINE ACCOUNT** This on-line form allows the student to waive certain FERPA rights, in order to authorize the person or persons they indicate to have web access to the following specific BearPAWS for Guests information screens:
 1. Student Billing Statement, Accept/Decline Optional Fees and Web Payment
 2. Tax Notification pages
 3. Meal Plan and Bear Express Balances page
 4. Financial Aid Award History and Student Requirements pages

Click on the **BearPAWS for Guest** link on the Main Menu of the student BearPAWS account to set up guest access.

- **SUNY POTSDAM SEMESTER PAYMENT PLAN** Information for the SUNY Potsdam Semester Payment Plan is available on the Student Accounts Webpage. We have enclosed a form for your convenience. This form must be completed and sent to our office with payment on or before August 15, 2011 to ensure you are enrolled in the plan. Check your billing statement to verify enrollment.

Details of E-Billing, Refunds, Payment Plans and other important information can be found at www.potsdam.edu/offices/studentaccounts.

Please make sure you are aware of these policy changes outlined on our webpage. "Not knowing" will not be an excuse for missed payment dates and petitions for late payment fees.

Sincerely,

Susan E. Kirwan

Director of Student Accounts

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