### Comprehensive Fees

**Technology Fee:** A 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), smart classrooms and public labs, curricular software, printing, various Internet web resources, and the learning management software (Moodle). Please direct questions regarding this fee to the Office of Computing and Technology Services cts@potsdam.edu.

**College Fee:** A fee imposed by the State University of New York. Intercollegiate Athletic Fee: A fee that supports all intercollegiate athletic events for women and men’s teams. Please direct questions regarding this fee to the Office of Athletics (315)267-3134.

**Fitness Center Fee:** A fee that supports the Fitness Center equipment and supervision for all students. Please direct questions regarding this fee to the Office of Athletics (315)267-3134.

**Activity/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. Health Fee: A fee that covers health care services from a nationally accredited health care facility on campus. Having Accident and Health Insurance does not exempt you from this fee. Please direct questions regarding this fee to the Student Health Services Office (315)267-2702.

**Transcript Fee:** A fee that provides official academic transcripts to students and former students upon written request. Please direct questions regarding this fee to the Registrar’s Office (315)267-2154.

**Career Services/Experiential Education Fee:** A fee that provides various academic support tools, including internship information and service-learning activities. Please direct questions regarding this fee to the Office of Experiential Education (315)267-2702.

**Transportation Fee:** A fee that funds the SUNY Potsdam Bus and supports all of its activities, including contractual costs for drivers, maintenance and repair costs for the bus fleet in use, and branding of the bus. Without the fee, there would be no SUNY Potsdam Bus. Please direct questions regarding this fee to Residence Life (315)267-2350.

### Guest Access to BearPAWS

For information on how to grant Proxy access to your BearPAWS student account, visit: www.potsdam.edu/offices/studentaccounts/guest.cfm

### Authorized Payer

For information on how to grant authorized user to your eBill in CASHNet, visit: www.potsdam.edu/offices/studentaccounts/guest.cfm

### Comprehensive Fee Summary

<table>
<thead>
<tr>
<th>Fee</th>
<th>Undergraduate</th>
<th>Graduate</th>
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<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Per credit hour</td>
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<td>Technology</td>
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<tr>
<td>Career Services</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$775.50</strong></td>
<td><strong>$675.50</strong></td>
</tr>
</tbody>
</table>

### Student Teachers

The Intercollegiate Athletic Fee, Student Activity Fee, Transportation Fee, and Fitness Center Fee for student teachers have been reduced per the following schedule based on student referendum:

- 0% Within 35 miles from campus
- 35% 35 – 100 miles
- 50% Beyond 100 miles

### Online, Extension and Internship Courses

The Intercollegiate Athletic, Student Activity, Transportation Fee, Fitness Center, and Health fees for students enrolled only in online, extension and internship courses will be waived per credit hour per authorization of the Office of Extended Education and Office of Experiential Education. Fee adjustments are processed after drop/add period has ended.

* First time Freshman and Transfers not planning on attending need to call the Office of Admissions at (315)267-2180.
* Withdrawal - Continuing students not planning to return to the college need to call the Student Success Center at (315)267-2580.

### The Office of Student Accounts

The Office of Student Accounts coordinates the billing process for all students attending SUNY Potsdam. We process payments, apply financial aid to student bills, and work in conjunction with BankMobile a Division of Customers Bank to distribute refunds from overpayments. We process private scholarship checks and Armed Forces Benefit payments. We also recalculate the amount of federal financial aid a student has earned as of the official Student Billing Statement

Student Billing Statement for fall is issued in mid-July and the spring statement in mid-December. The fall and spring statements include semester charges for tuition, fees, room, board and Bear Express. Student Billing Statements are available through the student’s BearPAWS account. We no longer mail paper bills so please refer to your BearPAWS account to review your bill and make payments. Please refer to the guest access section of this guide to grant someone guest access to your BearPAWS account. Payments of fall and spring charges are due on August 15th and January 15th, respectively. Acceptable payments are cash, check, money order or credit/debit card (MasterCard, Visa, Discover, or American Express) online through the student’s BearPAWS account. Account holds are placed on all accounts not paid in full by the due date. Unpaid balances are billed monthly and will include a late payment fee of up to $50.00. Certified financial aid may appear on the fall and spring statements to assist you in determining your balance due. Failure to complete the financial aid process will result in removal of the anticipated financial aid.

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**Student Accounts Billing Information Guide**

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**The Office of Student Accounts at SUNY Potsdam**

44 Pierrepont Avenue
Potsdam, NY 13676

(315)267-2137 / Fax: (315)267-3438
student-accounts@potsdam.edu
Tuition
Full time undergraduate tuition for New York State students is $3,235 per semester and $8,160 for out-of-state students. Full time graduate tuition for New York State students is $5,435 per semester and $11,105 for out-of-state students. PART-TIME STUDENTS: If you choose to register for less than 12 hours, please refer to the Tuition and Fee schedule on the Office of Student Accounts website for charges by credit hour. Please note: Tuition is subject to change at any time by SUNY Board of Trustees resolution.

Payment
All payments must be made in U.S. FUNDS ONLY.
Cheque: All checks should be made payable to SUNY Potsdam. Be sure to include the student identification number (“P” number) on the check and return a copy of the bill to SUNY Potsdam.
Scholarship Check: Place scholarship checks in separate sealed envelope marked “scholarship check enclosed” and forward to the Office of Student Accounts.
Credit Card: SUNY Potsdam accepts Discover, VISA, MasterCard and American Express. Credit and debit card payments are processed online using the ePayment option available through the student’s BearPAWS account.
Payment Plan Option: An option of making four equal monthly payments via the semester payment plan through Tuition Management Systems (TMS). A non-refundable application fee of $50 is required when you apply. For more information visit: www.potsdam.afford.com.

Financial Aid
Generally, only certified aid that is ready to be disbursed appears as a credit on the billing statement. The Financial Aid Office will notify you if you need to complete documentation for disbursement of aid. Please direct questions regarding financial aid to the Financial Aid Office (315)267-2162.

Refund Policy
Refunds from financial aid or overpayments occur throughout each semester. The date of a specific refund depends on many factors, such as aid type, liability status, etc., Refunds will not be issued before the first week of classes. Students are encouraged to monitor their BearPAWS account and check the status of aid payments and refunds. SUNY Potsdam has collaborated with BankMobile to provide disbursement services for financial aid and overpayment refunds. To receive your refund, you must activate your refund preference. Activate your choice online at www.RefundSelection.com.

All Unpaid Balances are Subject to a Late Fee
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 recover 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 § 362.7(i) 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 enforceable debts should be offset against any tax refunds, contracts or other State payments.

Bear Express
A discretionary spending account selected by students, which can be used in The College Store, The Union Market, all dining facilities, vending machines, photocopiers in Crane and Cramb libraries, and many local off-campus vendors. Adjustments to this account may be made through BearPAWS. For further information, please contact the PACES Office at (315)267-2658 or visit: www.potsdam.edu/studentlife/BearExpress.

Meals
Board plans are selected by students and may be changed using BearPAWS. Only changes in compliance with college policy will be accepted. For further information, please contact the PACES Office at (315)267-2658, or visit: www.potsdam.edu/studentlife/dining.

Room
All students living on campus are billed for a standard double room, unless other arrangements have been made. Changes in rooming assignments may result in an adjustment to the student account; however, the student will not be sent an adjusted bill. Please view the eBill in BearPAWS to verify room charges when changes are made. It is imperative that charges incurred as a result of a housing change are paid immediately to avoid late fees. Please direct questions regarding this charge to The Center for Campus Life (315)267-2350.

Optional Charges
Alumni Fee: Enables SUNY Potsdam to underwrite ongoing programs such as Family Weekend, special advocacy efforts and “Potsdam People,” our alumni/parents/friends magazine. Please direct questions regarding this fee to the Office of Public Affairs at (315)267-2114.
Spring Fest Endowment Gift: Your gift, when partnered with other student’s gifts, will be used to support the annual student Spring Fest. Please direct questions regarding this fee to the SGA Office at (315)267-2588. The student must decline these charges in the student’s BearPAWS account. Failure to remove these charges within the first 30 days of the semester will cause the student to be financially liable for them after that time.

Other Fees
Accident and Health Insurance: Student Accident and Health Insurance Program charges are billed by semester and can be waived through BearPAWS. Please direct questions to the Student Health Services Office (315)267-2377.
Course Fees: Fees that support related course expenses used in the following departments: The Crane School of Music (315)267-2775, Art (315)267-2251, Theatre and Dance (315)267-2556, Geology (315)267-2286, Wilderness Education (315)267-2306, Environmental Studies (315)267-2963. Please direct any questions regarding course fees to the department that offers the course.
Field Experience Fee: A student fee that supports activities related to the development and implementation of field-based teaching programs. Please direct questions regarding this fee to the Office of Field Experience (315)267-2517.
Laboratory Fees: Fees that support related expenses. Please review the course catalog in BearPAWS for specifics.
Music Fee: A charge for all Crane music majors that provides for maintenance of musical instrument inventory and other music services. Please direct questions regarding this fee to The Crane School of Music (315)267-2775.
Concert Fee: A charge for all Crane music majors (undergraduate and graduate) required to attend concerts during the semester. Off campus student teachers are exempt. Please direct questions regarding this fee to The Crane School of Music (315)267-2775.
International Student Insurance: Insurance charge mandated by SUNY. Please direct questions to the Office of International Student Services (315)267-2507.
Graduate Diploma Fee: A one-time charge for matriculated graduate students to pay for their SUNY Potsdam diplomas. Please direct questions regarding this fee to the Registrar’s Office (315)267-2154.
Orientation Fee: A one-time fee charged to all first time students for social, cultural, and educational activities for students related to entering college. Please direct questions regarding this fee to the Office of First Year Programs (315)267-2450.