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 Registrar’s Office (315)267-2134.

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)267-2134.

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.cf

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

The Office of Student Accounts Billing Information Guide

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 date.

The 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. 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. 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. 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. 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. 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. 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. 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.
Tuition
Full time undergraduate tuition for New York State students is $3,335 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 Tution 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 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% of the outstanding debt.

Refund Policy
PER § 302.11(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.

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 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 Studies (315)267-2306, Environmental Studies (315)267-2963. Please direct any questions regarding course fees to the department that offers the course.

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.

Other Fees
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.