Student Accounts

Information for Orientation
What We Do!

We send out student bills

We collect student payments

We issue over-paid funds
How to reach us:

Visit the 4th floor of Raymond Hall

E-mail us! student-accounts@potsdam.edu

Call 315-267-2137

Look around at:
www.potsdam.edu/offices/studentaccounts
Student Bills

Semester Bills:

**Fall Bill**
Issued Mid July
Due 8/15

**Spring Bill**
Issued Mid December
Due 1/15
Student Bills

How To View Your Bill

e-mail notification

Available online 24/7
Cashnet site via BearPAWS
Steps for students to find the eBill:
(parents log-in through Cashnet)

1. Log-in to BearPAWS
2. Select ‘Student Services and Financial Aid Tab’
3. Select ‘Student Records’
4. Click on the eBill link!
<table>
<thead>
<tr>
<th>Your Account</th>
<th>Your Bills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Balance</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>PLEASE NOTE:</strong> DEFERRED FINANCIAL AID CREDITS ARE NOT INCLUDED IN THIS TOTAL. CLICK ON CURRENT TERM DYNAMIC BILLING STATEMENT WITH DEFERRED AID IN THE YOUR BILLS BOX TO VIEW YOUR DEFERRED BALANCE.</td>
<td></td>
</tr>
<tr>
<td><strong>Click here to make a payment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>International Students:</strong> Make payments securely from any country and any bank using our partner peerTransfer! Go to <a href="https://www.peertransfer.com/school/potsdam">https://www.peertransfer.com/school/potsdam</a> to begin.</td>
<td></td>
</tr>
<tr>
<td><strong>Click here to see Current Term Dynamic Billing Statement with Deferred Aid</strong></td>
<td></td>
</tr>
</tbody>
</table>

There are currently no bills for your account.
Cashnet – Sample Bill

Potsdam
THE STATE UNIVERSITY OF NEW YORK

Office of Student Accounts
44 Pierrepont Avenue
Potsdam, NY 13676
(315) 267-2137
student-accounts@potsdam.edu
www.potsdam.edu

Please forward check payments to SUNY Potsdam, Office of Student Accounts, 44 Pierrepont Avenue Potsdam, NY 13676. To ensure proper posting to your account, include the top portion and write your Potsdam ID # on the check.

<table>
<thead>
<tr>
<th>DATE</th>
<th>STATEMENT ACTIVITY</th>
<th>CHARGE</th>
<th>PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* Alumni Fee Spring 2017</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Springfest Encowment Gift</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Late Payment Charge</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
|            | Tuition Spring 2017                 | $10,440.00 | $1,614.21
|            | Comprehensive Fees                 | $237.00 | $1,484.00
|            | Check                               |         |          |
|            | Direct Subsidized Loan              |         |          |
|            | SUNY Potsdam Freshman Scholar       |         | $1,550.00
|            | eBill Credit Card Payment           |         | $7,024.79

| TOTAL AMOUNT DUE: | $84.00 |
Student Bills

Sharing Access to Your Bills

Two-Part Process:

1. BearPAWS
2. Cashnet
## SUNY Potsdam Student Account Online Payment

Hold amounts are removed every 30 minutes on the hour and half hour for balances paid in full.

### Your Account

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**PLEASE NOTE:** DEFERRED FINANCIAL AID CREDITS ARE NOT INCLUDED IN THIS TOTAL. **CLICK ON CURRENT TERM DYNAMIC BILLING STATEMENT WITH DEFERRED AID IN THE YOUR BILL'S BOX TO VIEW YOUR DEFERRED BALANCE.**

**Click here to make a payment**

**International Students:** Make payments securely from any country and any bank using our partner peertransfer.

Go to [https://www.peertransfer.com/school/potsdam](https://www.peertransfer.com/school/potsdam) to begin the payment process.

For more information on Fall and Spring semester payment plans please visit: [http://www.potsdam.edu/offices/studentaccounts/paymentplans.cfm](http://www.potsdam.edu/offices/studentaccounts/paymentplans.cfm)

### Your Recent Payments

**You have no recent payments.**

**View All**

### Authorized Users

**You currently have no Authorized Users set up.**

**Add New**

### Your Bills

**There are currently no bills for your account.**

**Click here to see Current Term Dynamic Billing Statement with Deferred Aid**

**Click here to see Prior Term Dynamic Statements in BearPAWS**

### Saved Accounts

**You have no saved payment methods.**

**Add New**

### Account Details

**SMS Alert Setup**
Recap – Access for Family Members

1. **Web for Proxy**
   - To view BearPAWS
   - To waive health Insurance
   - To talk to campus offices

2. **Cashnet Access**
   - To view billing statements
   - To make payments
   - To receive e-mail notifications
Student Payments

How to Pay:

1. On-line via Cashnet
2. US Mail
3. Visit us In-Person

We are location in 412 Raymond Hall!
Student Payments

Payment Types:

1. **ACH/MasterCard/Visa/Discover/AMEX**
   (on-line via Cashnet, no service fee!)

2. **Check** (payable to **SUNY Potsdam**)

3. **Cash** (in person only)

US Dollars ONLY!
Pay via eBill / Cashnet
Establishing A Payment Plan

Semester Payment Plans Available
Divide semester balance over up-to 4 months!

Visit the e-bill / Cashnet dashboard to sign-up!
Over-Paid Funds

BankMobile Partnership

- Direct Deposit to a bank account
- BankMobile Vibe (online account)
When your bill isn’t paid

- Future bills will include **Late fees**
- An **All-Services Hold** will be placed on your account
- Balances are forwarded to **Collection Agency** (Attorney General)
*** REMINDER ***

Payment Plans are Available!
Optional Fees

Undergraduate Alumni Fee

Springfest Endowment Gift

May decline in BearPAWS in the Student Services & Financial Aid Menu
Electronic Check-In

√ Yes, I am attending SUNY Potsdam!

√ Yes, I will pay my bill!
Protect your Investment!

GradGuard™
college life protected™
What is Tuition Insurance?

Tuition Insurance provide peace of mind by reimbursing tuition costs if a student withdraws at any time during the semester for a covered reason, such as:

- **Serious Injury or Illness**
  - Ex: mononucleosis or a severe head injury
  - Chronic Illness
    - Ex: diabetes or an auto-immune disorder

- **Mental Health Conditions**
  - Ex: depression and

For more information:
www.GradGuard.com/Tuition/potsdam
Phone Number: 1.866.724.4384
Billing Checklist

- View e-bill regularly
- Share Access with Family
- Consider Waiving Insurance & Optional Fees
- Set-up Refund Preference with BankMobile
- Pay balance in full or establish a payment plan
Questions?