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 Health Insurance does not exempt you from this fee. Please direct questions regarding this fee to the Student Health Services Office (315)267-2377.

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 Campus Life (315)267-2013.

Authorizing Others to Access Your Account
In accordance with FERPA, for information on how to grant access to others visit: www.potsdam.edu/about/administrative-offices/office-student-accounts/guest-access

Access to BearPAWS
Allows others to speak to campus officials based on permissions granted by the student, as well as access to selected BearPAWS pages.

CASHNet Authorized Payer
Allows access to the student bill.

Comprehensive Fee Summary

<table>
<thead>
<tr>
<th>Fee</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Per credit hour</td>
</tr>
<tr>
<td>Technology</td>
<td>$219.50</td>
<td>$18.30</td>
</tr>
<tr>
<td>College</td>
<td>$25.00</td>
<td>$1.70</td>
</tr>
<tr>
<td>Athletic</td>
<td>$215.00</td>
<td>$17.90</td>
</tr>
<tr>
<td>Activity/SGA</td>
<td>$100.00</td>
<td>$8.35</td>
</tr>
<tr>
<td>Health</td>
<td>$206.00</td>
<td>$17.15</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>$25.50</td>
<td>$2.10</td>
</tr>
<tr>
<td>Transportation</td>
<td>$20.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Career Services</td>
<td>$9.50</td>
<td>$.80</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$820.50</td>
<td></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 Continuing 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.

One Stop: Student Accounts Information
at SUNY Potsdam
44 Pierrepont Avenue
Potsdam, NY 13676

(315)267-2943 / Fax: (315)267-3438
onestop@potsdam.edu
www.potsdam.edu/current/one-stop

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 date of withdrawal.

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 include credit/debit card (MasterCard, Visa, Discover, or American Express) online through the student’s BearPAWS account, as well as cash, check, or money order. 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.
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 percent of the outstanding debt.

Per § 302.1(f) 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, photo copiers in Crane and Cram 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.

Pharmacy Fee: Provides many services to any student who pays the fee at no additional cost, instead of charging the student at their visit or writing a prescription to send to local pharmacies. Please direct questions regarding this fee to the student Health Center at (315)267-2377.

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

Other Fees, continued...

Personal Expenses (estimated for full-time)

Books and Supplies $800-1200/year

Transportation: In-state $885-1400/year

Miscellaneous Expenses $1100/year

Other Fees

Final 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 Fee: 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.

Parking Fee: Student Vehicle Registration Fees are based on full or part-time student status. All student vehicle registration is now completed online through BearPAWS. When you register, you will need your vehicle's license plate number. Your vehicle decal has an expiration date as follows:

Decals for Academic year - Valid from September through May (Decals expire on Commencement Day in May)
Decals for Summer Session - Valid from May through August (Decals expire on the first day of the Fall Semester)

Pricing is as follows:

$140 full time student (12+ credit hours)
$120 parking fee
$20 registration fee
$80 part time student (1-11 credit hours)
$60 parking fee
$20 registration fee

Special pricing options available for student teachers, summer session only students, and motorcycle permits.

Direct questions to University Police at (315)267-2222.