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.

**Health Fee**: A fee that funds 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 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 drivers, maintenance and repair costs for the bus fleet in use, Transportation Fee, would be greatly increased.

**Comprehensive Fee Summary**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Undergraduate</th>
<th></th>
<th>Graduate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Per credit hour</td>
<td>Full Time</td>
<td>Per credit hour</td>
</tr>
<tr>
<td>Technology</td>
<td>$219.50</td>
<td>$18.30</td>
<td>$219.50</td>
<td>$18.30</td>
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<tr>
<td>College</td>
<td>$25.00</td>
<td>$1.70</td>
<td>$25.00</td>
<td>$1.70</td>
</tr>
<tr>
<td>Athletic</td>
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<td>$17.90</td>
<td>$215.00</td>
<td>$17.90</td>
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<tr>
<td>Activity/SGA</td>
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<td>$8.35</td>
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<tr>
<td>Health</td>
<td>$206.00</td>
<td>$17.15</td>
<td>$206.00</td>
<td>$17.15</td>
</tr>
<tr>
<td>Fitness Center</td>
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<td>$25.50</td>
<td>$2.10</td>
</tr>
<tr>
<td>Transportation</td>
<td>$20.00</td>
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<td>n/a</td>
</tr>
<tr>
<td>Career Services/Experiential Education</td>
<td>$9.50</td>
<td>$8.00</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>$820.50</td>
<td></td>
<td>$720.50</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.

**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 Payee**

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

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**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 financial aid process.

**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. 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(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.

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, photocopyers in Crane and Crumb 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,” or 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