

**SUNY ESF WEBSITE** – To access information on all of your semester bills and current award letter, please log on [www.esf.edu/student/](http://www.esf.edu/student/) and access the information under the student log in system. You will need your student ID number and password.

**E-Bills** –Students who are registered at the time of the semester billing will see their bill online as of the following dates: Fall semester- July 1; Spring semester- December 1 and Summer semester- May 1. The **payment due date is one month** from the date of issue. If a student registered after the initial semester bills have been issued they will have access to their bill the following day after registering. The payment due date will be one month from the date of the issued bill. Students will access their **E-Bill , Online Payments and Financial Aid Award letter** at the following:

- New Undergraduate Students- go to the **accepted student portal**. Use your student login and password to access.
- New Graduate Students- go to the **graduate accepted student portal**. Use your student login and password to access.
- Returning students- go to **MyESF**- sign in under the student login with your net ID and password.

Your semester bill (less Financial Aid deferrals) is due by the due date to avoid late fees and penalties. Subsequent invoices are due by the end of the month in which they are sent in order to avoid late payment fees.

**Monthly Payment Plan** – A monthly payment plan is offered as an alternative method of payment. Forms are available at [www.esf.edu/bursar](http://www.esf.edu/bursar). Please contact the Bursar's Office at 315 470-6652 or [Bursar@esf.edu](mailto:Bursar@esf.edu) for more information.

### **Fees**

College Fee – SUNY mandated fee to cover administrative costs is not refundable.

CESF SAF – (ESF Student Activity Fee) Covers the cost of Student Association sponsored club/organizations activities. Refundable based on the Tuition Refund Policy.

SU SAF – (Syracuse University Student Activity Fee) Fee paid to Syracuse University to cover SU Student Association-Sponsored activities and services that are available to ESF students. This fee is charged in the fall semester only and is refundable based on the Tuition Refund Policy

Services Fee – Fee partially offsets the cost of academic and other support services provided by Syracuse University. This is refundable based on the Tuition Refund Policy.

Transcript Fee – Covers the cost of transcripts present and future and is not refundable.

Technology Fee – To insure students have access to high quality information technology. This fee is refundable based on the Tuition Refund Policy.

Yearbook Fee – Covers the cost of an annual yearbook. Fall semester only. This fee may be waived after filing a petition with the Student Government USA President.

Orientation Fee – Assessed to all new and transfer students. This may be waived by the Director of Student Life.

Commencement Fee – Fee charged to graduating students to cover costs of caps and gowns, padded diploma cover, honor cords and tassels, and commencement weekend activities. Undergraduates are billed this in their last semester. Graduates are billed this on their first bill when they have Matriculated.

Senior Gift – Charged to all students in the semester they are expected to graduate.

**Centennial Housing** – available to Freshman and a small number of Transfer students- depending on availability.

**Syracuse Housing** – Main campus students- Upon receiving a bill from SU for room and board, the student should send a copy of his/her financial aid award letter to SU requesting a deferral based on the excess aid.

Once the student receives a refund he/she should go to the SU Bursar's Office to apply it to the room and board charges.

### **COLLEGE TUITION REFUND POLICY AND SCHEDULE**

The refund policy outlined below is a *brief summary* of the policy that has been established by the State University Board of Trustees. ***It is the student's responsibility to access the complete document at [www.esf.edu/burar/](http://www.esf.edu/burar/) or please see the College Catalog for Complete information.*** In order to obtain a refund, however, the student must fill out the official withdrawal form and specifically request a refund.

Withdrawal During	Amount of Refund
1st week	100%
2nd week	70%
3rd week	50%
4th week	30%
5th week	0%

### **ESF COLLECTION POLICY**

Please be aware that the State of New York considers the bill of charges to be the student's financial obligation and it is the student who will be held liable for any unsatisfied balance.

All bills are to be paid in full or deferred by the due date . Any unpaid bill will incur a Late Payment Fee.

**Any changes to the number of credit hours, after the issuance of the original bill of charges, are the student's responsibility.** All adjustments can be viewed via the website and must be paid before the next invoice billing on the first of every month. Any unpaid balances will be assessed a Late Payment Fee. Refunds are determined by the liability schedule noted above and in the college catalog. Please refer to that before making adjustments to your credit hours.

***Those students with an outstanding balance as of the beginning of each month will receive an invoice along with notification of future actions that may be taken until the account is paid in full. Those actions are:***

***You will not be allowed to register for future courses at ESF***

***We will not release transcripts, grades or diplomas.***

***Your account may be sent to the NYS Attorney General's office for collection. If your account is sent for collection you will be responsible for additional penalties, interest and a 22% collection fee.***

**NOTICE OF STATE DEBT COLLECTION LAWS AFFECTING ALL PAST DUE DEBTS OWED TO THE STATE OF NEW YORK**

Certain state laws that became effective on January 1, 1993 have granted additional enforcement powers to New York State agencies for collection of non-tax debts. These laws have augmented those codes and regulations that previously existed within the State University of New York. If you have a current or outstanding debt within the University, you are strongly urged to settle this matter now.

**Important Provisions**

**Interest Or Penalty On Overdue Non-Tax Debt - State Finance Law 18**

State agencies are authorized to assess interest or late payment penalty charges on overdue debts.

**Collection Fee - State Finance Law 18**

State agencies or their representatives may charge collection fees to cover established costs of processing, handling and collecting delinquent debts.

The amount can be as much as 22% of the outstanding debt.

**Authority To Hold Transcripts And Deny Registration - Section 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 allowed to re-register, until all tuition, fees and all other charges authorized by the State University of New York have been paid or University student loan obligations have been satisfied.

**Referral Of The Debt To The Tax Department - State Law 171-f**

State agencies are authorized to certify to the Department of Taxation and Finance the past due legally enforceable debts should be offset against any tax refunds, contracts or other state payments.

**Returned Check Charge - State Finance Law 19**

State agencies are authorized to charge a returned check fee when a check is dishonored.

If you wish to avoid these measures, you **MUST** make arrangements to resolve any outstanding debts as soon as possible.

If you have questions regarding your debt, please contact our office by phone at 315-470-6652 or by email at [Bursar@esf.edu](mailto:Bursar@esf.edu)