



## Fees, Rentals, and Other Charges Policy

---

**Category:** Business Office **Revision Date:** 7/31/2021  
**Responsible Office:** Business Office, VP Administration **Effective Date:** 8/1/2021

---

### **POLICY SUMMARY**

State University of New York Policy on Fees, Rentals and Other Charges (Policy Document #7804) is the governing document that campuses follow for their fees and charges. It includes the follow language:

*This policy outlines the various non-tuition related fees, rentals, and other charges established by the State University of New York (SUNY) and its State-operated campuses. It also sets forth the requirements, rules, and practices governing the development and implementation of such charges.*

### **POLICY**

#### **Policy Statement**

SUNY ESF adheres to SUNY Policy number 7804 with respect to our campus' fees and charges. This document governs the process for establishing new fees and adjusting current ones. ESF also has a policy specific to broad-based fees that complies with this SUNY policy, but provides additional information as to ESF's processes related to that category of fees.

Link to #7804: [https://www.suny.edu/sunypp/documents.cfm?doc\\_id=398](https://www.suny.edu/sunypp/documents.cfm?doc_id=398)

#### **Fee Waivers**

Waivers of selected fees are generally granted for ESF students who meet any of the following conditions:

- Students who are called to active military duty
- Students who are enrolled in a non-SUNY study-abroad program
- Students on the northern NY campuses are exempt from the Student Services fee related to ESF's contract with Syracuse University
- Students taking courses in an **exclusively online academic program** that has been registered with the New York State Education Department (NYSED) have certain fees waived. These programs are in a distance education format, consistent with the student's intention to take courses exclusively online at the time of application and matriculation toward the degree. This does not apply to ESF online courses that not part of an approved exclusively online program.
- Grad students are not assessed the Athletics fee

Other than the above circumstances, ESF fees are generally mandatory. Any of the other limited number of fees that are not mandatory are noted in the description of each fee located on the Bursar website.

Students that feel they should be exempt from a fee, or fees, can still petition the Business Office for special consideration. This generally will not be granted, unless the student's situation is so unusual, that a waiver is the just and correct decision by the college.

### **Fee Refunds**

Consistent with SUNY Policy number 7301 – Billing, Refunds, Collection and Write-Offs Policy, ESF will generally provide a refund of fees in accordance with the guidelines set forth in Section II. Specifically, the same tuition refund schedule that declines as the semester progresses, applies to ESF's fees. Guidelines for exceptions are covered Sections II.B.1 to II.B.5, and ESF policy mirrors these rules.

Link to #7301: [https://www.suny.edu/sunypp/documents.cfm?doc\\_id=390](https://www.suny.edu/sunypp/documents.cfm?doc_id=390)

### **Responsibility**

The Bursar's Office is generally responsible for collecting fees and granting fee waivers.

### **CONTACT INFORMATION**

Michele McNeill  
Bursar  
Business Affairs  
103 Bray Hall  
Syracuse, NY 13210

Phone: (315) 470-6653  
Fax: (315) 470-6897  
Email: [mmcneill@esf.edu](mailto:mmcneill@esf.edu)  
Website: <http://www.esf.edu/bursar/>