Student Bill Payment Information – Summer 2013 Semester
mysccc.sunysuffolk.edu

This document explains the steps that students must take to pay their bill or confirm their attendance (if financial aid results in a zero balance). Since it contains important information regarding liability to the College, students are advised to keep it for future reference. Students should log in to the portal at myssc.sunysuffolk.edu for all bill payment activities, and to check their College email account for important and time-sensitive messages.

General Information

Students are responsible for paying all tuition and fee charges. If financial aid, course schedule or third-party support change after payment has been made, a bill will be sent to the student for any resulting balance or a refund check will be issued. The College makes all refunds by check, in the student’s name, regardless of how bills were paid.

The College does not offer a Tuition Payment Plan for the Summer semester.

Paying Your Bill

Bills must be paid by the payment deadline of May 14 for the First Five-Week and Eight-Week sessions and by June 17 for the Second Five-Week session. If students do not pay or confirm their attendance (according to instructions in the next paragraph) on or before these dates, their schedule will be cancelled — with no guarantee of receiving the same schedule again. Students registering on or after these dates must pay on the same day as they register in order to keep their schedule. Summer session bills must be paid in full.

1. Pay by credit card (Visa or MasterCard) on the College website at myssc.sunysuffolk.edu.
2. Pay by mail by sending a check or money order, along with the bottom of your bill, to the College’s lockbox. The lockbox address is: Suffolk County Community College, PO Box 1126, Selden, NY 11784. Please include the student ID number on the face of your check. The College must receive mailed payments by May 7, for the First Five-Week and Eight-Week sessions, and by June 10, for the Second Five-Week session.
3. Pay in person at any campus Cashier’s Office using cash, check, money order or credit card (Visa or MasterCard). Students are advised to pay in person by the date indicated on their bill. Please note that the lines at the campus Cashier’s Offices are typically longer as we get closer to the payment deadline.

IMPORTANT: Once students make a payment for a course in either the First Five-Week or Eight-Week session, the student must officially drop any course in the Second Five-Week session to avoid liability. Please refer to the dates presented below for the drop/refund periods.

Can I pay my bill using my bank’s electronic bill payment process?

Yes. Students must verify the timing of such payments with their bank. We have found that banks typically take two weeks or more to issue a payment through their electronic bill payment process, so students should allow sufficient time for the payment to reach the College by the deadlines identified above.

Financial Aid and Scholarships Can Cover Tuition

Students who have been awarded financial aid or scholarships can have those amounts credited to their bill. Student bills reflect anticipated financial aid as of the date of the bill. If the student received notice that their financial aid was approved and it does not appear on their bill, the student should contact their campus Financial Aid Office immediately. If the student was notified of a scholarship and it does not appear on their bill, the student should contact the office that sent the scholarship award notice. If financial aid results in a zero balance on their bill, students must still confirm their attendance. To do this, students must log on to their account at myssc.sunysuffolk.edu, select the MyAccount tab and follow the simple directions or visit the campus Cashier’s Office. There is no cost associated with confirming attendance. If financial aid or scholarships change after payment has been made or after confirming attendance, bills will be sent for any resulting balances or a refund check will be issued (in the student’s name).
Third-Party Payment Policies and Procedures

Students who have third-party entities who commit funds to pay a student’s tuition can have those amounts credited to their bill. Third-party payments are processed in the campus Cashier’s Office. Provide documentation from the third-party, stating that it will pay all or part of the bill, to a campus Cashier’s Office. If acceptable, that amount will be deferred. Students are required to pay any remaining balance when the voucher is submitted, and must sign a contract accepting liability for any failure by the third-party to pay. The College does not accept third-party agreements that have grade or attendance requirements.

Registering Your Vehicle

There is no vehicle registration required for the summer sessions. However, parking in regulated areas, i.e. handicap, fire zones and other marked areas will be enforced.

Refund Procedures

When a student officially drops a class during the drop/refund period, the charges for tuition and fees will be adjusted according to College and SUNY policy. This may or may not result in a refund. Students can officially drop online at myscc.sunysuffolk.edu or in person at a campus Registrar’s Office. Non-attendance in a course, verbal communication with College offices or instructors, stopping payment on a check or disputing a credit card are NOT official ways to drop classes.

Refunds reduce charges on the account and are not based on what was paid. They are calculated from the start date of the session, not the start date of the classes that a student is registered for. Certain fees are not refundable. Visit the College home page at www.sunysuffolk.edu for more information. After officially dropping a class(es), the charges on the student account are re-calculated and the College either refunds or bills the student for the applicable amounts.

<table>
<thead>
<tr>
<th>Drop/Refund Periods for Summer 2013</th>
<th>Eight-Week Session</th>
<th>First Five-Week Session</th>
<th>Second Five-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 100% tuition refund will be granted through:</td>
<td>5/27</td>
<td>5/27</td>
<td>6/30</td>
</tr>
<tr>
<td>A 25% tuition refund will be granted:</td>
<td>5/28 – 6/03</td>
<td>5/28 - 6/03</td>
<td>7/01 – 7/07</td>
</tr>
<tr>
<td>No refunds on or after this date:</td>
<td>6/04</td>
<td>6/04</td>
<td>7/08</td>
</tr>
</tbody>
</table>

**NOTE:** The College will be closed on Monday, May 27, Memorial Day. Any schedule changes that students need to make after the close of business on May 24, before the first day of classes on May 28, will need to be done online at myscc.sunysuffolk.edu. Students who drop courses during the first week of classes are eligible for a 25% refund as per the schedule above.

If you have questions, please visit or call the offices below.

<table>
<thead>
<tr>
<th>Office to Call</th>
<th>Ammerman Campus</th>
<th>Eastern Campus</th>
<th>Michael J. Grant Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>451-4004</td>
<td>548-2502</td>
<td>851-6780</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>451-4072</td>
<td>548-2525</td>
<td>851-6712</td>
</tr>
<tr>
<td>Cashier</td>
<td>451-4086</td>
<td>548-2545</td>
<td>851-6730</td>
</tr>
</tbody>
</table>

Billing and Collection Process and Policy

The College adds a late payment charge to students’ accounts when their bills are not paid by their due dates. Students whose bills are not paid in full cannot register for the following semester. Students whose accounts are not paid in full by the end of a semester are referred to a collection agency. Once this is done, students are liable for the balance due, interest charges and collection expenses.