

TUITION & FEES

The **Office of Student Accounts** is responsible for the invoicing and subsequent collection of tuition, fees, room, board and other tuition-related charges in a manner consistent with the policies and procedures set forth by SUNY System Administration.

Contact Information

Mailing address:

Office of Student Accounts
State University of New York at New Paltz
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New Paltz, NY 12561-2438

Campus Location: Wooster Hall 114

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E-mail: stuacct@newpaltz.edu

Website: https://www.newpaltz.edu/student_accounts/

Tuition

Tuition is charged for all credit-bearing courses. The rate of tuition is based upon the number of registered credits a student has, the student type (undergraduate or graduate), and his/her residency status.

Each student is billed only for those courses for which they have actually registered at the time the bill is created. If a student is on a wait-list for a course, these credits are not included in their credit total and will not be billed at this time. It is the student's responsibility to follow up with the appropriate new payment when his/her registration becomes finalized and wait-listed classes are actual registered classes.

An updated semester bill will be available on the student's *my.newpaltz.edu* account. Charges for courses added after the beginning of the semester are due immediately upon registration. To avoid late penalties, students must log on to their individual *my.newpaltz.edu* account to confirm and accept their financial responsibility for the semester bill and to make any necessary payments or payment arrangements.

*****Rates Are Subject To Change Without Prior Notice*****

Rates per Semester

Full time

- NYS resident¹ undergraduate - \$3,535.00
- NYS resident graduate - \$5,655.00
- NYS resident MBA - \$7,500.00
- Non-NYS resident undergraduate - \$8,490.00
- Non-NYS resident graduate - \$11,550.00
- Non-NYS resident MBA - \$12,195.00

Rates per Credit Hour

- NYS resident undergraduate - \$295.00
- NYS Excelsior rate - \$270.00
- NYS resident graduate - \$471.00
- NYS resident MBA - \$625.00
- Non-NYS resident undergraduate - \$708.00

- Non-NYS resident graduate - \$963.00
- Non-NYS resident MBA - \$1,016.00

Non-Resident Online Only²

Degree	Year	Semester	Per Cred
Undergraduate	\$8,480.00	\$4,240.00	\$353.00
Graduate- Masters	\$13,570.00	\$6,785.00	\$565.00
MBA	\$18,000.00	\$9,000.00	\$750.00

¹ Visit the Office of Student Accounts website for [information about New York State residency](#), including applying for NYS residency and guidelines for determining residence/eligibility for resident tuition.

² The Non-Resident Online Only rate will be charged to students taking courses in exclusively online programs that have been previously approved by the Provost's Office and authorized by the New York State Education Department in distance education format, consistent with the student's intention to take courses exclusively online at the time of application and matriculation toward the degree.

Students who are nonresidents, whose intent is to be on campus learning, but may be studying remotely, will be charged the nonresidential rate.

Fees

The SUNY Board of Trustees has authorized each state-operated campus to charge the following mandated fees¹ to all students for the continuing operation of the below noted programs:

- **College Fee:** A mandatory fee for the support of student administrative services.
- **Student Services Fee:** A combination of the following four mandatory fees:
 - **Technology Fee:** For the continuing enhancement and implementation of technology across campus. This fee is billed at a flat rate to all students during the fall and spring semesters.
 - **Health Center Fee:** For the operation of the Student Health Center (please note that this is *not* health insurance)
 - **Student Activity Fee:** Approved by the student body for the operation of all college student activities
 - **Athletic Fee:** For the operation of the intercollegiate athletic program
- **Other Fees**
 - **Gift to the Fund for New Paltz (optional):** Join the nearly 8,000 students, parents, friends, and alumni who, with their generous gifts, help create the New Paltz Experience. By donating \$20.00 to the [Fund for New Paltz](#), you will help support the programs that enrich the experience of each student and our entire community, including events and lectures on campus, membership in the [Orange & Blue Network](#), and other opportunities provided by the SUNY New Paltz Foundation and the Office of Development & Alumni Relations.
 - **Course Fees:** Certain courses have been approved to charge laboratory or material fees. Check the course catalog or schedule of classes for more information.
 - **Housing Charge (Room Rent):** This is billed to all students living on campus.

- **Meal Plan:** All students living on campus are required to have a meal plan. Please refer to the [Campus Auxiliary Services website](#) regarding the various meal plans available.
 - **Health Insurance:** All students enrolled in at least 12 credits are required to have some form of personal health insurance. The College generally bills students for health insurance on the fall semester bill, unless a student's first full-time semester at SUNY New Paltz occurs in the spring semester. This fee may be waived if the student is covered under his/her family's policy or has a personal policy. The student must provide proof of that coverage using the online waiver form on his/her [my.newpaltz.edu](#) account. The waiver must be submitted by the end of the second week of the semester. *Waiver requests submitted after the deadline will not be honored.* All international students registered at SUNY New Paltz must accept the **Foreign Health Insurance** offered by the College.
 - **Study Abroad Overseas Health Insurance:** SUNY System policy requires that any student enrolled in a SUNY Study Abroad program must have this insurance coverage. Students who believe that they have comparable coverage may apply for a waiver through the [Center for International Programs](#). Waivers must be submitted no later than the second week of the current semester.
 - **Late Registration:** A student may register for the first time with the written permission of the instructor and department chair (see [Academic Calendar](#) for specific dates). The fee is \$40.00.
 - **Course Change:** Adding/dropping courses after the second week of classes will result in a Course Change Fee (see [Academic Calendar](#) for specific dates). The fee is \$20.00.
 - **Administrative Fee/Late Penalties:** Penalties may be assessed on a student's account when payment or payment arrangements have not been made with the Office of Student Accounts by the stated due date on the semester bill.
 - **Returned Check Fee:** Checks that are returned by a student's bank will incur a \$20.00 fee.
- Please note that all charges and fees are subject to change without prior notice.

Fees	Full-Time Per Semester	Part-Time Per Credit
College Fee	\$25.00	\$1.70
Student Activity Fee	\$105.00	\$8.75
Health Center Fee	\$156.00	\$13.00
Athletic Fee	\$225.00	\$18.75
Technology Fee	\$215.75	\$215.75/flat
Study Abroad Overseas	\$418.60	
Health Insurance (per semester)		
Foreign Health Insurance International Students (per semester)	\$1,075.45	
Gift to the Fund for New Paltz (optional)	\$20.00 (flat)	
Room Rent	\$4,937.00 (double)	

Food Service	The Unlimited: \$2,575 - 19 meals per week at Peregrine Dining Hall; 3 guest passes; \$300 dining dollars; 50 retail exchanges The Ten Plan - \$2,575 - 10 meals per week at Peregrine Dining Hall; 3 guest passes; \$1,000 dining dollars; 50 retail exchanges
Late Registration Fee	\$40.00
Admin Fee and Late Penalty Fees	For balances less than \$1,000: Up to \$30.00 For balances between \$1,000 and \$1,999.99: Up to \$40.00 For balances \$2,000 and above: Up to \$50.00
Returned Check Fee	\$20.00

¹ For detailed information about these mandatory fees and the services and COVID additions they cover, visit [Student Accounts' website](#).

Financial Responsibility and Confirming Enrollment

Students accept their financial responsibility upon registration (see [Financial Responsibility Statement](#)) and confirm enrollment prior to the start of the semester. The Confirmation of Enrollment is available to students who pay at least 50% of their bill or accept a [time payment plan](#). The Confirmation of Enrollment is available in [my.newpaltz.edu](#), starting:

Fall semester: August 1

Winter session: December 1

Spring semester: December 1

Summer session: May 1

Visit the Office of Records & Registration's website for more information about [financial responsibility acknowledgment](#), including [Frequently Asked Questions](#).

Billing Information

All billing is posted online through the students' [my.newpaltz.edu](#) accounts. We do not mail paper bills.

1. Accept your financial responsibility (see above) and register for your classes.
2. Check your SUNY New Paltz email account for an alert that your invoice is available for viewing online.
3. Log on to your [my.newpaltz.edu](#) portal
4. Make sure the Student tab is selected at the top.
5. Find the list of Resources on the left, and click Money.

- Click the Payment Center link under Student Accounts to make payment arrangements for your semester's invoice.
- Confirm enrollment prior to the start of the semester.

Making Payments

Students may make payment in the following ways.

- Online:** You may pay online using VISA, MasterCard, American Express, or Discover. We also accept ACH check or electronic payment via Flywire. Flywire can be accessed in your Payment Center at my.newpaltz.edu.
- In Person:** You may stop by the Office of Student Accounts in Room 114, Wooster Hall, 9 a.m. to 5 p.m. (10 a.m.-5 p.m. on Wednesdays). You may pay using cash, check, traveler's check, certified check, or postal money order payable to SUNY New Paltz, or by VISA, Discover, American Express, or MasterCard. If you are using a 529 College Savings Plan, please have the check made out to SUNY New Paltz. Make sure that the student's name and identification number are on the check and have it mailed to the Office of Student Accounts, SUNY New Paltz, 400 Hawk Drive, New Paltz, NY 12561.
- Electronic Funds Transfer (EFT):** Students may arrange to make electronic payment via Flywire through my.newpaltz.edu. The student initiates the transfer, and Flywire converts the currency to U.S. dollars and transmits the payment to the College. The student's account is automatically credited when the funds are received. Please be aware that additional costs such as currency exchange rates and credit card service fees may be incurred for international transactions. Total costs are displayed when selecting your payment method in Flywire. Please contact the Office of Student Accounts if you have any questions about your invoice *before making payment*.

New Paltz Time Payment Plan

The New Paltz [Time Payment Plan](#) allows you to make equal monthly payments toward the cost of tuition, fees, and on-campus room and board during the fall and spring semesters. (The payment plan is not available during summer session due to its short duration.) By utilizing the Time Payment Plan, you and your family can incorporate the cost of college into the family budget for up to five months (please refer to your invoice due date and published enrollment deadlines). This is not a loan. There is no interest charged. There are no hidden costs. Just add the \$30.00 application fee to your initial down payment. Even if you are receiving scholarships or some financial aid, you may enroll in the Time Payment Plan. It is an easy way to pay the balance of your bill that is NOT covered by aid or other resources. As long as the amount due exceeds \$500 for the semester, you can join the Time Payment Plan for the balance. Enroll at my.newpaltz.edu.

Deadlines and Late Fees

As noted above, students accept their financial responsibility upon registration. Once registered, students must *confirm their enrollment* prior to the start of the semester, as well as make payment arrangements. Payment arrangements can be done online at my.newpaltz.edu > Money > Payment Center.

Payment arrangements for the fall and spring can include enrollment in the [Time Payment Plan](#); proof of external funding through a 529 Plan or a scholarship; Access VR benefits, and/or approved tuition waivers.

Do not deduct Work Study awards from the invoice total. Work study funds are paid directly to students for work performed and cannot be applied to any college fees.

All Student Account notifications regarding the student's invoice will be emailed to his/her [newpaltz.edu](mailto:my.newpaltz.edu) email account.

Charges that are incurred after the first day of classes must be paid within 24 hours. Students who have not made proper payment arrangements toward their balance may be subject to late fees, holds, deregistration, and/or eventual referral to an outside collection agency.

Cash Transactions of \$10,000 or More

According to IRS publication 1544, SUNY New Paltz is required to report all cash payments in excess of \$10,000 made in a single transaction, or two or more related transactions, to the IRS Financial Crimes Enforcement Network (FinCEN). Please be advised that the receipt of cash in excess of \$10,000 in a single transaction, or two or more related transactions, from the same person (or agent) received within a 12-month period will be reported.

An IRS Form 8300 (Reporting of Cash Payments Over \$10,000 Received in a Trade or Business) must be filed by the 15th day subsequent to the transaction that causes the total cash payment(s) to exceed \$10,000. The following procedures have been established to ensure SUNY New Paltz is in compliance with this Federal regulation:

- At the time of the transaction, the SUNY New Paltz department representative who received payment completes IRS Form 8300.
- By the end of the day in which payment was received, the SUNY New Paltz department representative who received payment notifies Accounting Services via email that the transaction took place and that IRS Form 8300 has been completed. He/She forwards Form 8300 to Accounting Services no later than the following business day.
- Within 14 days of posting payment, Accounting Services reviews Form 8300 and files it with the IRS and FinCEN.
- Accounting Services maintains a copy of the completed Form 8300 for at least 5 years from the date of the transaction.

Tuition Refund Policy

Students who drop a course before the end of the fourth week of a semester will receive a refund for their tuition and student service fee dependent on the date of the course withdrawal. For students who are leaving the College, this is the date that a properly completed "Leave of Absence" or "Withdrawal from College" form is received by the Office of Student Accounts. The exception to the refund policy is the College Fee, which is non-refundable as of the official first day of the semester. For the current semester, students will receive a refund for the following percentages, based on the official first day of class.

Week	Refund Schedule	Final Date
End of Week 1	100%	September 4, 2022
End of Week 2	70%	September 11, 2022
End of Week 3	50%	September 18, 2022
End of Week 4	30%	September 25, 2022
Thereafter	0%	as of September 26, 2022

Please refer to the [Academic Calendar](#) for other important dates.

If the student's semester invoice is paid in full, the student will receive a refund. If the student initially paid for the course with a credit card, the refund will be applied to the credit card that was used to make the payment. All other refunds will be paid by check. If the initial payment was made by check, a 30-day hold from the date the payment was received is in effect before a refund can be issued.

The amount of financial aid a student qualifies for can be affected when a student decreases their credit load, even if the College has received the financial aid funds. In some cases, a student who drops classes may owe more money because of a reduction in the student's aid.

Students who need to add or drop courses are strongly encouraged to do so by the end of the official first week of the semester.

After the end of the official first week of the semester, students who "switch" classes (drop one class and add another class during the same day, maintaining the same number of credits) will not incur additional tuition charges. However, *students who drop a class one day and add another class on a different day will incur additional tuition and fee liability.*

Dropping courses after the end of the first week of the semester can be costly, so students need to plan their schedules carefully and take care of any changes during the first week of the semester.

Note: Total tuition charges for a semester will not exceed the maximum allowed by SUNY for undergraduate or graduate studies.

A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.

Special Circumstances (CBC): Notwithstanding any other provisions for refund, when a student has withdrawn through circumstances beyond the student's control, under conditions in which the denial of refund would cause undue hardship, the campus President or designee may, in his/her discretion, determine that no liability for tuition has been incurred by the student, *provided the student has not completed more than one-half of the term* and has not received, or will not receive, academic credit for the term, and that the request for refund is made within one year after the end of the term in question. Such action, including the reason therefor, shall be in writing and signed by the president or designee and retained by the campus. *Please be aware that all classes must be withdrawn from by the mid-point of the semester to be considered for the CBC.*

Additional Refund Information

Refunds are issued when the total amount of Financial Aid exceeds the charges on a student's account. When this happens, Student Accounts will issue a refund of the credit balance to the student. In cases where the credit is generated by a parent PLUS loan, the refund be issued to the borrower).

In most cases, credit balances are derived from a combination of New York State grants, such as TAP and the SUNY Tuition Credit, and Federal Title IV aid, which includes Pell and FSEOG grants and direct subsidized, direct unsubsidized and PLUS loans.

When the combination of all these awards exceeds the invoice amount, a refund is generated and issued to the student within 14 days.

Outstanding Balances

New York State Finance Law Section 18

Failure To Pay The Debt Described Below Will Result In An Increase In Your Liability

This section is in relation to any debts due to SUNY New Paltz (State University of New York at New Paltz). Failure to pay any debt in full within thirty days of the deadline will result in the assessment of interest or a late payment charge, whichever is greater.

Interest will be assessed from the date of your presumed receipt of notice (primarily via electronic billing, e-mail notifications, and subsequent collection letters) at the corporate underpayment set by the Commissioner of Taxation and Finance minus four percent. Interest will be compounded daily on your principal balance.

To avoid assessment of interest or a late payment charge, you should pay the amount due in full on or prior to the deadline. In addition, should you fail to pay this debt in full within ninety days of your deadline, a collection fee equal to 22% of the outstanding debt, including interest, may be added to the amount which you owe.

Please write your account number on all checks or correspondence and make checks payable to SUNY New Paltz. Please provide written notification regarding any change of name or address. If you are replying by mail, please include your current phone number.

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. If you have a current or outstanding debt with the State, you are strongly urged to settle this Matter immediately.

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 may charge collection fees to cover the estimated costs of processing, handling, and collecting delinquent debts. The amount can be as much as 22% of the outstanding debt.
- **Referral of the Debt to the Tax Department (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.
- **Authority Not to Renew (State Executive Law §32):** State agencies are authorized not to renew licenses, permits, etc., if an individual or business owes an overdue debt to those agencies.
- **Returned Check Charge (State Finance Law §19):** State agencies are authorized to charge a returned check fee when a check is dishonored.
- **Authority to Deny Registration (§ 302.1 (j) of Chapter V, Title 8 of the Official Compilation of Codes, Rules and Regulations):** No person shall be allowed to re-register until all tuition, fees and all other charges authorized by SUNY have been paid or SUNY student loan obligations have been satisfied.

Waiver for the Release of Information

Permission must be granted by the student to discuss account-specific billing information, financial aid, and/or academic record with any third party, including parents or guardians. The Information Release Waiver is online and accessible through the student's *my.newpaltz.edu* account, under the Student Services tab: General > Information Release Waiver

> then Add Person. Once a person has been designated, a pop-up screen appears that explains what the release of information entails and provides the authorized individual with a PIN number. The PIN number verifies the individual's identity and must be provided before any information may be released.

All authorizations will expire June 1 of every year or upon graduation. Students must re-authorize each person every year after that date. Subsequently, a new PIN will be generated for any person to whom the student has granted access.

Please visit the [Office of Student Accounts website](#) for more information and details.