

# 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  
400 Hawk Drive  
New Paltz, NY 12561-2438

**Campus Location:** Wooster Hall 114

**Telephone:** (845) 257-3150

**Fax:** (845) 257-3495

**E-mail:** [stuacct@newpaltz.edu](mailto:stuacct@newpaltz.edu)

**Website:** [https://www.newpaltz.edu/student\\_accounts/](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 the student's 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 they will not be billed at this time. It is the student's responsibility to follow up with the appropriate new payment when their 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\*\*\*

## Undergraduate Tuition & Fees

### Full-time Enrollment (12 credits or more)

#### In-State

|                    |                                         |
|--------------------|-----------------------------------------|
| Tuition            | \$3,535 per semester (\$295 per credit) |
| Fees               | \$750.75 (details below)                |
| Total per semester | \$4,285.75                              |
| Total per year     | \$8,571.50                              |

#### Out-of-State<sup>1</sup>

|                    |                                         |
|--------------------|-----------------------------------------|
| Tuition            | \$8,660 per semester (\$722 per credit) |
| Fees               | \$750.75 (details below)                |
| Total per semester | \$9,410.75                              |
| Total per year     | \$18,821.50                             |

#### Online Out-of-State<sup>2</sup>

|                    |                                                       |
|--------------------|-------------------------------------------------------|
| Tuition            | \$4,240 per semester (\$353 per credit)               |
| Fees               | \$249.25 (College and Technology Fees -details below) |
| Total per semester | \$4,489.25                                            |
| Total per year     | \$14,039.00                                           |

#### Excelsior

|                    |                                         |
|--------------------|-----------------------------------------|
| Tuition            | \$3,535 per semester (\$295 per credit) |
| Fees               | \$750.75 (details below)                |
| Total per semester | \$4,285.75                              |
| Total per year     | \$8,523.50                              |

<sup>1</sup> 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.

<sup>2</sup> The Online Out-of-State rate applies to non-resident students taking online courses exclusively in programs previously approved by the Office of Academic Affairs and registered for distance-education delivery by the New York State Education Department. Students who, at the time of application and matriculation, intend to take courses in these programs exclusively online will be charged this special rate. Non-resident students who are not in one of the authorized programs or who plan to be on campus learning in one of these programs will be charged the regular non-residential rate.

## Fees

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

- **College Fee** (\$25.00 per semester / \$1.70 per credit): A mandatory fee for the support of student administrative services.
- **Student Services Fee:** A combination of the following four mandatory fees:
  - **Technology Fee** (\$224.25 per semester / \$18.69 per credit): 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 Services Fee** (\$162.25 per semester / \$13.52 per credit): For the operation of the Student Health Center, which provides campus health services for triage visits and regular medical services. Please note that this is *not* health insurance and does not provide coverage for any injury or illness that requires off campus services such as ambulance, urgent care, hospital services, laboratory tests, or imaging studies, even for injuries that occur on campus. Students are expected to have health insurance to cover these unpredictable and expensive services.
  - **Activity Fee** (\$105.00 per semester / \$8.75 per credit): Approved by the student body for the operation of all college student activities.
  - **Athletic Fee** (\$234.25 per semester / \$19.52 per credit): For the operation of the intercollegiate athletic program
- **Other Fees**
  - **Gift to the Fund for New Paltz** (optional: \$22.00): 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:** This is billed to all students living on campus. *Double: \$5,547; Single: \$7,045; Superior Single: \$8,320.*
- **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:** Domestic (non-international) students should refer to [Health Insurance - Domestic Student Plan](#). International students must consult [Health Insurance - International Student Plan](#).
- **Overseas Program Health Insurance (\$385.66 per semester):** 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 or, for balances less than \$1,000, up to \$30.00.*
- **Course Change (\$20.00):** Adding/dropping courses after the second week of classes will result in a Course Change Fee (see [Academic Calendar](#) for specific dates).
- **Administrative Fee and Late Payment Fees:** 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. *The fee is up to \$40.00 for balances between \$1,000 and \$1,999.99, up to \$50.00 for balances of \$2,000 and above.*
- **Returned Check Fee (\$20.00):** Checks that are returned by a student's bank will incur this fee.
- Please note that all charges and fees are subject to change without prior notice.

## 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.
6. Click the Payment Center link under Student Accounts to pay your semester's invoice. Please note that you must pay at least 50% of your current charges or enroll in the New Paltz Time Payment Plan in order to confirm enrollment and gain access to Brightspace.
7. [Confirm enrollment](#) prior to the start of the semester.

*Due to FERPA guidelines, permission must be granted by the student to discuss account-specific billing information, financial aid, and/or a student's academic record with any third party, including parents or guardians. Thus, the Office of Student Accounts cannot discuss information about a student's account with anyone other than the student unless an Information Release Waiver is on file. The waiver is accessible through the student's [my.newpaltz.edu](#) account.*

## 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 payments using your account and routing numbers. You can store your information on our Payment Center for greater convenience. International payments can be made 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 university. 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. If you have any questions about your invoice, please contact the Office of Student Accounts *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 [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 may enroll in the Time Payment Plan for the balance. Log in at [my.newpaltz.edu](http://my.newpaltz.edu) to enroll and to view your payment plan online.

## 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 (see above).

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.

Note that Work Study awards are not considered "external funding" for payment purposes and should not be deducted from the invoice total. Work Study funds are paid directly to students for work performed and cannot be applied to any university fees.

*All Student Accounts notifications regarding a student's invoice will be sent to the student's [newpaltz.edu](http://newpaltz.edu) e-mail.*

*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 15<sup>th</sup> 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:

1. At the time of the transaction, the SUNY New Paltz department representative who received payment completes IRS Form 8300.
2. 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. The department representative forwards Form 8300 to Accounting Services no later than the following business day.
3. Within 14 days of posting payment, Accounting Services reviews Form 8300 and files it with the IRS and FinCEN.
4. 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 university, this is the date that a properly completed "Leave of Absence" or "Withdrawal from School" 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 fall semester, students will receive a refund for the following percentages of tuition, based on the official first day of class.

### Refund Dates (Fall 2024)

|                      |                            |
|----------------------|----------------------------|
| Monday, August 26    | First day of classes       |
| Sunday, September 1  | End of 100% tuition refund |
| Sunday, September 8  | End of 70% tuition refund  |
| Sunday, September 15 | End of 50% tuition refund  |
| Sunday, September 22 | End of 30% tuition refund  |
| Monday, September 23 | Full tuition liability     |

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

If the student's semester invoice is paid in full at the time financial aid is applied, 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 EFT deposit to the student's bank account, as set up in BankMobile. Failure to set up a BankMobile account may cause a delay in your refund. 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 university 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 their 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.