

TUITION LIABILITY DATES

For drops or withdrawals transacted on:	Financial Liability is: <i>Tuition and Fees*</i>
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Spring 2009 Semester Courses

By the end of the First Week of Classes Tuesday, January 27	0%
Second Week of classes Wednesday, January 28 – Tuesday, February 3	30%
Third Week of Classes Wednesday, February 4 – Tuesday, February 10	50%
Fourth Week of Classes Wednesday, February 11 – Tuesday, February 17	70%
Beginning Wednesday, February 18	100%

Eight-Week 1 – Spring 2009

By the end of the First Week of Classes Tuesday, January 27	0%
Second Week of classes Wednesday, January 28 – Tuesday, February 3	60%
Third Week of Classes Wednesday, February 4 – Tuesday, February 10	80%
Beginning Wednesday, February 11	100%

Eight-Week 2 – Spring 2009

By the end of the First Week of Classes Thursday, March 19	0%
Second Week of classes Friday, March 20 – Thursday, March 26	60%
Third Week of Classes Friday, March 27 – Thursday, April 2	80%
Beginning Friday, April 3	100%

***Fees:** University and SEVIS Fees will not be adjusted or refunded for course withdrawals bearing an official drop/withdrawal date of the first day of classes for the semester (Wednesday, January 21, 2009) or later.

QUESTIONS?

Detailed E-Pay and Student Accounts information can be found at www.albany.edu/studentaccounts/. Questions about your Student Account or Financial Aid should be directed to SSCWEB@uamail.albany.edu; the Student Services Center, Campus Center G-26; or 518.442.3202.

FIRST-CLASS MAIL
U.S. POSTAGE PAID
ALBANY, NY
PERMIT NO. 205

UNIVERSITY AT ALBANY
State University of New York

Office of Student Accounts
Room CC-G26
1400 Washington Avenue
Albany, NY 12222

THE WORLD WITHIN REACH

SPRING 2009

IMPORTANT BILLING
INFORMATION FROM THE
UNIVERSITY AT ALBANY

STATE UNIVERSITY OF NEW YORK



**UNIVERSITY
AT ALBANY**

State University of New York

No Paper Bills

Paper invoices are NOT sent throughout the term. The University at Albany issues invoices in electronic format only. See the information below for details about access to E-Bills.

Tuition Increase

SUNY's first tuition increase in five years is being implemented for Spring 2009.

SPRING 2009 FULL-TIME TUITION AND FEE RATES*

Tuition	Undergrad	Graduate (Non-MBA)	Graduate (MBA)
Tuition – Resident (full-time)	\$3,349.00	\$4,526.50	\$4,641.50
Tuition – Nonresident (full-time)	\$7,299.00	\$7,211.50	\$7,466.50

*To view a complete schedule of tuition and fees, visit: www.albany.edu/studentaccounts/charges.htm.

Deadline to Enroll in Optional Health Insurance

Enrollment deadline for Spring participation is 2/20/09. Questions about insurance should be directed to the University Health Center at askUHC@uamail.albany.edu or 518.442.5505 or www.albany.edu/health_center/Insurance/index.htm.

Deadline To Submit NYS Residency Application

Deadline for submission of the New York State Residency Application for Tuition Billing Purposes is the midterm-point, 3/12/09. See: www.albany.edu/studentaccounts/nyresidency.htm for details.

Deadline to Submit International Student Insurance Waiver

Deadline for submission of *Request for a Waiver of Mandatory Insurance* for Spring 2009 is 2/20/09. For information and application, visit: www.albanyinternationaleducation.com/iss/node.php?nodeid=5.

Paying on Time Helps Everyone

Avoid late payment fees and holds on your account. Payment is always due on the 15th of the month following the issue date on your invoice. Always pay the amount due on the most recent E-Bill received.

EPAY YOUR WAY!

Log on to epay.albany.edu to:

- View and pay E-Bills
- Set up an Authorized User Account
- Set up an E-Refund Account
- Sign up for the E-Payment Plan

E-Bills

E-Bills are issued on or about the 20th of each month, beginning in December for Spring 2009. Payment is always due on the 15th of the following month. E-mail notification is sent to the student's UAlbany e-mail account when E-Bills are ready to be viewed. **Paper invoices will NOT be sent.** Visit epay.albany.edu.

Authorized Users

Authorized User (AU) accounts should be set up for parents, guardians or other designees who assist with paying invoices. The AU account allows the designee to view and/or pay E-Bills on-line and to receive e-mail notification of E-Bills that are ready for viewing once the AU sets this up. Students should click on the "Authorized Users" tab and follow the set-up steps on epay.albany.edu.

E-Refunds

Set up an E-Refund account on epay.albany.edu so possible refunds can be made electronically. Click on the "My Profiles" tab, then "Payment Profile" and add a payment method, select "Electronic Check" and click "GO." Refunds can only be electronically deposited into a checking or savings account. Credit cards cannot be used to receive an E-Refund.

Save \$\$\$ – Enroll in the E-Payment Plan

Pay your invoice in 4 easy monthly installments on epay.albany.edu! Click on the "Enroll in Payment Plan" tab and follow the easy enrollment steps. Spring installments are due 1/15, 2/15, 3/15, and 4/15.

Forms of Payment

Easy, on-line payments can be made using a checking, savings or credit card account. The University accepts MasterCard, VISA, Discover and most debit card payments. Credit card payments are not accepted by phone. Payment may also be made with check or money order payable to the University at Albany. Cash (in person payment) can only be made at the Bursar Counter located in the Student Services Center, Campus Center G-26.

Refunds

Any refund or adjustment of charges will be based on the official drop/withdrawal date, not the date you last attended class. For information see www.albany.edu/studentaccounts/charges.htm. Unless there is a refund address reflected in the MyUAlbany account, refunds are mailed to the student's permanent address. Credit card refunds are credited back to the original credit card. Sign up for E-Refunds at epay.albany.edu!

Not Attending? Let Us Know

If you do not plan to attend the University, you must contact the appropriate office(s) listed below. Doing so will avoid charges. **Undergraduate Students** – Office of Withdrawals and Readmissions – phone: 518.442.5821; web address: www.albany.edu/withdrawalreadmission/. **Graduate Students** – Office of Graduate Studies – phone: 518.442.3980; web address: www.albany.edu/gradstudies/ and the Registrar's Office – phone: 518.442.5540; web address: www.albany.edu/registrar/. General Studies/Visiting Students – Office of General Studies – phone: 518.442.5140; web address: www.albany.edu/generalstudies/.

Return of Federal Financial Aid

Financial aid may be affected for students withdrawing from classes. Direct questions to the Student Services Center at 518.442.3202.

To Appeal Your Tuition Liability

If there are extenuating circumstances that call for a review of your tuition liability, you have the right to file an appeal. Visit www.albany.edu/studentaccounts/charges.htm for more information.

Charges for On-Campus Housing

Contact the Office of Residential Life at 518.442.5875 or visit their website at www.albany.edu/housing with questions regarding housing assignments or charges.

Meal Plan Questions

Call SUNYCard/Food Service at 518.442.5989 with questions about meal plans. Also see www.albany.edu/uas/sunycard.html.