

## **EPAY YOUR WAY!!!**

Save Time – Pay on-line at [epay.albany.edu](http://epay.albany.edu)  
E-Bills! E-Refunds! E-Deposits! E-Payment Plan!  
Enroll on-line August 5, 2008 at [epay.albany.edu](http://epay.albany.edu)!

*Please Note: Due to a system upgrade, the [epay.albany.edu](http://epay.albany.edu) website and MyUAlbany will not be available from July 25th through August 4th.*

*We appreciate your patience as we upgrade our software to serve you better.*

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. For MasterCard, Discover, or Visa payments, please include the pertinent information in the space provided on the return portion of the invoice. Include any documentation of financial aid not shown on the bill, and return it in the envelope provided.

### **PAYING ON TIME HELPS EVERYONE**

Avoid late payment fees and holds on your account.

Invoices are sent monthly; payments are always due on the 15<sup>th</sup> of the following month.

Always pay the amount due on the most recent e-bill received.

The "Current Balance" shown on the homepage of the epay site does not include anticipated aid.

Office of Student Accounts, CC-G26

University at Albany

State University of New York

1400 Washington Avenue

Albany, NY 12222

(detach along dotted line and return top portion if paying by mail)

#### **CHARGES FOR ON-CAMPUS HOUSING**

For questions regarding housing assignment or charges, please contact the Office of Residential Life at (518) 442-5875 or visit their website at [www.albany.edu/housing](http://www.albany.edu/housing).

#### **MEAL PLAN QUESTIONS**

Call SUNYCard/Food Service at (518) 442-5989 with questions about meal plans. Also see [www.albany.edu/uas/sunycard.html](http://www.albany.edu/uas/sunycard.html).

#### **NEW YORK RESIDENCY APPLICATION DEADLINE**

If your tuition resident status is out-of-state and you believe this to be incorrect, complete and submit an Application for New York State Residency for Tuition Billing Purposes no later than the close of business on the midterm date of the semester (Fall Term = 10/17/2008), in order to be considered for in-state residency status for that semester. See: [www.albany.edu/studentaccounts/nyresidency.htm](http://www.albany.edu/studentaccounts/nyresidency.htm) for details.

#### **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/](http://www.albany.edu/withdrawalreadmission/).

Graduate Students Office of Graduate Studies – phone: (518) 442-3980; web address: ([www.albany.edu/gradstudies/](http://www.albany.edu/gradstudies/)) and the Registrar's Office – phone: (518) 442-5540; web address: ([www.albany.edu/registrar/](http://www.albany.edu/registrar/)).

General Studies/Visiting Students Office of General Studies – phone: (518) 442-5140; web address: ([www.albany.edu/generalstudies/](http://www.albany.edu/generalstudies/)).

#### **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/tuitionliability.htm](http://www.albany.edu/studentaccounts/tuitionliability.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/](http://epay.albany.edu/)!

#### **RETURN OF FEDERAL FINANCIAL AID**

Financial aid may be affected for students withdrawing from classes. Please 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/tuitionliability.htm](http://www.albany.edu/studentaccounts/tuitionliability.htm) for more information.

The following are the financial liability deadlines for dropping/withdrawing from Fall 2008 classes:

For drops or withdrawals transacted:	Financial Liability Tuition and Fees*
<b>Fall 2008 Semester Courses</b>	
<b>By the End of the First Week of Classes</b> Sunday, August 31, 2008	0%
<b>Second Week of Classes</b> Monday, September 1 – Sunday, September 7, 2008	30%
<b>Third Week of Classes</b> Monday, September 8 – Sunday, September 14, 2008	50%
<b>Fourth Week of Classes</b> Monday, September 15 – Sunday, September 21, 2008	70%
<b>Beginning Monday, September 22, 2008</b>	100%
<b>Eight-Week 1 – Fall 2008</b>	
<b>By the End of the First Week of Classes</b> Sunday, August 31, 2008	0%
<b>Second Week of Classes</b> Monday, September 1 – Sunday, September 7, 2008	60%
<b>Third Week of Classes</b> Monday, September 8 – Sunday, September 14, 2008	80%
<b>Beginning Monday, September 15, 2008</b>	100%
<b>Eight-Week 2 – Fall 2008</b>	
<b>By the End of the First Week of Classes</b> Sunday, October 26, 2008	0%
<b>Second Week of Classes</b> Monday, October 27 – Sunday, November 2, 2008	60%
<b>Third Week of Classes</b> Monday, November 3 – Sunday, November 9, 2008	80%
<b>Beginning Monday, November 10, 2008</b>	100%

\*The 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 or later (Fall 2008 – August 25, 2008).

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**Call (518) 442-3202 with questions about your invoice.**