

**Suffolk County Community College**  
**Student Bill Payment, Attendance Confirmation and Liability Information**  
**Summer 2024 Semester**

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. It is also posted to the Student Dashboard.

**General Information**

Students are responsible for paying all tuition and fee charges. If financial aid, course schedule, or third-party support changes after payment has been made, an electronic bill (ebill) will be sent to the student for any resulting balance or a refund will be issued. All refunds are processed through BankMobile by direct deposit (should the student elect) or by check (in the student's name).

**Note: All billing is now done by email to students' sunysuffolk.edu email address. Students will not be sent paper bills.**

**The College Offers a Tuition Payment Plan (TPP)**

The best way to be ready for the summer semester is to pay your tuition in full right now. However, if you still owe at least \$300 and cannot pay your remaining balance, SCCC's TPP may help. Administered by Nelnet, the TPP will allow students to pay their bill in various installments. The TPP is subject to a \$55.00 nonrefundable enrollment fee. The number of payments is based on when the student enrolls in the TPP – details can be found at: [MyCollegePaymentPlan.com/SUNYSuffolk](http://MyCollegePaymentPlan.com/SUNYSuffolk)

All online payments and tuition plan payments will be processed through Nelnet and require that the student either submit credit card information if paying by credit card, or bank account information if choosing the electronic bank payment (ACH) option for the initial and installment payments. Nelnet will also send students an email to their SCCC email address when their e-bill is available to view. Further information on Nelnet can be found at: [MyCollegePaymentPlan.com/SUNYSuffolk](http://MyCollegePaymentPlan.com/SUNYSuffolk)

**Paying Your Bill**

Bills must be paid or attendance confirmed\* by the following summer session payment deadlines.

\*See Financial Aid, Zero Balance Bill Section for directions.

- **First six-week and eight-week summer session bills must be paid (or attendance confirmed) by 9:00 pm on the payment deadline of May 7, 2024. Students must either: (1) pay in full or (2) join the Nelnet tuition payment plan if their charges amount to at least \$300.** Students registering for first six-week or eight-week classes after May 7<sup>th</sup> must pay in full or join the Nelnet tuition payment plan no later than 9:00 pm on May 17, 2024. After May 17<sup>th</sup>, students must pay by 9:00 pm on the same day they register.
- **Second six-week summer session bills must be paid (or attendance confirmed) by 9:00 pm on the payment deadline of June 24, 2024. Students must either: (1) pay in full or (2) join the Nelnet tuition payment plan if their charges amount to at least \$300.** Students registering after June 24<sup>th</sup> must pay in full or join the Nelnet tuition payment plan no later than 9:00 pm on July 3, 2024. Beginning July 8<sup>th</sup>, students must pay by 9:00 pm on the same day they register.

If students do not pay their bill or confirm attendance in accordance with these instructions, their schedule will be cancelled with no guarantee of receiving the same schedule again.

**IMPORTANT: Once students make a payment for a course in either the first six-week or eight-week session, the student must officially drop any course in the Second Six-Week session to avoid liability. Students will not be automatically dropped from the second six-week for non-payment. Please refer to the dates presented below for the drop/refund periods.**

**Acceptable Payment Methods**

1. **Pay online by credit card (Visa, MasterCard, American Express, or Discover)** Note: All online credit card payments will be processed by Nelnet and are subject to a mandatory service fee.
2. **Pay online by ACH (Automated Clearing House)** Note: An ACH (Automated Clearing House) payment is an electronic payment that allows the user to enter their checking or savings account routing number and have their funds transmitted electronically without any fee.
3. **Pay by mail in full - remit payment to Suffolk County Community College, PO Box 1126, Selden, NY 11784.** Write the student ID number on the face of your check. Mail in payment deadline for first six-week and eight-week is April 30, 2024. Mail in payment deadline for second six-week is June 14, 2024. **Allow sufficient time for mail delivery.**
4. **Pay in person in full** at any campus Cashier Office using cash, check, money order or credit card (Visa, MasterCard, American Express or Discover) NOTE: In-person payment for Second Six-Week classes must be made by **4:45 p.m. on Wednesday, July 3, 2024.**

**Can I pay my bill using my bank's electronic bill payment process or a 529 plan?** Although you may request an electronic payment from you 529 plan, the College is not setup to accept them electronically and a check will be mailed out. Please allow sufficient time for the payment to reach the college by the deadlines noted above.

**Financial Aid, Zero Balance Bills and Scholarships**

- **If financial aid results in a zero balance on the summer session bill, students must confirm their attendance by May 7, 2024. To do this, students must go to [sunysuffolk.edu/login](http://sunysuffolk.edu/login) and access their Student Dashboard, select Pay Bill or Confirm Attendance and follow the instructions. There is no cost associated with confirming attendance.**
- 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 a student receives notice that his/her financial aid has been approved and it does not appear on his/her bill, the student should contact the campus Financial Aid Office immediately.
- If a student was notified of a scholarship and it does not appear on his/her bill, the student should contact the office that sent the scholarship award notice. 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 will be issued through BankMobile by direct deposit (should the student elect) or by check (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 the cashier. If acceptable, that amount will be deferred. Students are required to pay any remaining balance when the documentation is submitted, and must sign a contract accepting liability for any failure by the third party to pay. Third-party agreements that have grade or attendance requirements are not acceptable.

**ID Card Policy**

College policy requires that all enrolled students who are taking any classes on campus obtain their official SCCC student ID card prior to the first day of classes and carry it at all times. Students who fail to obtain an ID card will have a \$30.00 "ID Card Non-Compliance" fee charged to their account.

**Registering Your Vehicle**

Vehicle registration is required for all students who are taking any classes on campus. **All vehicles, including motorcycles**, must be registered. Unregistered vehicles will be subject to a parking violation ticket "failure to register \$30.00 fine". Additional information can be found here <https://www.sunysuffolk.edu/experience-student-life/public-safety/parking-permits.jsp>

**Refund/Student Liability Schedule**

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 or in person at a campus Registrar 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 or adjustments 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 <https://www.sunysuffolk.edu/apply-enroll/tuition-and-fees/refund-policy.jsp> 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.

<b>Summer 2024 Refund Schedule</b>	<b>First Six-Week</b>	<b>Eight-Week</b>	<b>Second Six-Week</b>
A 100% tuition refund will be granted through:	5/20	5/20	7/07
A 25% tuition refund will be granted:	5/21 – 5/27	5/21 – 5/27	7/08 – 7/14
<b>No refunds will be granted on or after this date:</b>	5/28	5/28	7/15

If you have questions, please contact the offices below.

<b>Office to Contact</b>	<b>Ammerman Campus</b>	<b>Eastern Campus</b>	<b>Michael J. Grant Campus</b>
<b>Registrar</b>	<a href="mailto:registrara@sunysuffolk.edu">registrara@sunysuffolk.edu</a> 451-4004	<a href="mailto:registrare@sunysuffolk.edu">registrare@sunysuffolk.edu</a> 548-2502	<a href="mailto:registrarw@sunysuffolk.edu">registrarw@sunysuffolk.edu</a> 851-6780
<b>Financial Aid</b>	<a href="mailto:faidamr@sunysuffolk.edu">faidamr@sunysuffolk.edu</a> 451-4072	<a href="mailto:faideast@sunysuffolk.edu">faideast@sunysuffolk.edu</a> 548-2525	<a href="mailto:faidwest@sunysuffolk.edu">faidwest@sunysuffolk.edu</a> 851-6712
<b>Cashier</b>	<a href="mailto:cashiera@sunysuffolk.edu">cashiera@sunysuffolk.edu</a> 451-4086	<a href="mailto:eastcashier@sunysuffolk.edu">eastcashier@sunysuffolk.edu</a> 548-2545	<a href="mailto:grantcashier@sunysuffolk.edu">grantcashier@sunysuffolk.edu</a> 851-6730

**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 and subject to interest charges and collection expenses.