

Suffolk County Community College
Student Bill Payment, Attendance Confirmation and Liability Information
Spring 2025 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 spring semester is to pay your tuition in full right now. However, if you still owe at least \$300 and cannot pay your remaining balance, the College'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

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

Paying Your Bill / Confirming Attendance

Spring 2025 bills must be paid or attendance confirmed* by 9:00 pm on the Payment Due Date of January 8, 2025. Students registering *after* January 8th must pay their bill or confirm their attendance no later than 9:00 pm on January 15, 2025 in order to keep their schedule. Beginning January 15th students must pay their bill or confirm attendance no later than 9:00 pm on the same day they register.

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

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

Acceptable Payment Methods:

1. **Pay online by credit card (Visa, MasterCard, American Express, or Discover) no later than 9:00 p.m. on January 8, 2025.** 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) no later than 9:00 p.m. on January 8, 2025.** 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. **Allow sufficient time for mail delivery, as the College must receive mailed payments by January 2, 2025.****
4. **Pay in person in full** at any campus Cashier's Office using cash, check, money order or credit card (Visa, MasterCard, American Express or Discover) by no later than **4:45 p.m. on January 8, 2025.**

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 mail delivery as **the College must receive payments by January 2, 2025.**

Financial Aid, Zero Balance Bills and Scholarships

- If financial aid results in a zero balance on their bill, students must confirm their attendance by January 8, 2025. To do this, students must go to 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 within the first 6 weeks of the semester 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.

Refund/Bill Adjustment Periods for Classes – Spring 2025	Day, Evening, and Online Classes 15-Week and 10-Week	Saturday and Sunday Classes	Student Liability/Obligation for Dropped Classes
100% granted through	1/26	2/1	0%
75% granted between	1/27 – 2/2	2/2 – 2/8	25%
50% granted between	2/3 – 2/9	2/9 – 2/15	50%
25% granted between	2/10 – 2/16	2/16 – 2/23	75%
No refunds on or after this date	2/17	2/24	100%

If you have questions, please contact the offices below.

Office to Contact	Ammerman Campus	Eastern Campus	Michael J. Grant Campus
Registrar	registrara@sunysuffolk.edu 451-4004	registrare@sunysuffolk.edu 548-2502	registrarw@sunysuffolk.edu 851-6780
Financial Aid	faidamr@sunysuffolk.edu 451-4072	faideast@sunysuffolk.edu 548-2525	faidwest@sunysuffolk.edu 851-6712
Cashier	cashiera@sunysuffolk.edu 451-4086	eastcashier@sunysuffolk.edu 548-2545	grantcashier@sunysuffolk.edu 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.