

SUNY Oneonta Financial Arrangement Form

Upon completion of this form, return to the Student Accounts Office, 240 Netzer Administration Building,
by the END OF THE SEMESTER PRECEDING YOUR STUDY ABROAD PROGRAM

Name: _____ **ID#** _____ **Date:** _____

Email: _____ **Phone:** _____ **Cell:** _____

Program: _____ **Administering Campus:** _____

By signing this agreement, I understand and agree to the following terms and conditions:

- I assume full responsibility for all charges incurred at SUNY Oneonta, the administering campus, and/or the host institution.
- I will use my financial aid disbursement or advance to cover expenses directly related to my overseas program participation only.
- I will remain enrolled in my study abroad program under its terms and conditions.
- I understand that dropping below full-time status or withdrawing from the overseas program may negatively affect or forfeit my financial award or advance, and I am responsible for a portion or full repayment to SUNY Oneonta.
- Should I withdraw from or be removed from the program, I must immediately notify the Student Development Office, in writing.

Please choose one option by initialing and signing below:

_____ I request a Program Advance from the Organization of Auxiliary Services (OAS) for the amount(s) designated below.

_____ I authorize SUNY Oneonta (home institution) to remit payment in the amount of \$ _____
to _____ (administering campus). Payment to the administering campus is
based on excess credit realized after SUNY Oneonta's tuition and fees are considered (as defined below).

Signature of Applicant _____ Date _____

Required Approvals: It is the applicant's responsibility to obtain approval from the following offices in order listed below.

1. Financial Aid, Netzer 123 Semester(s) authorized: **Fall 20**____/ **Spring 20**____/ **Sum20**____ **Winter**_____

Type of Aid	Amount (Net)	Type of Aid	Amount (Net)
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
d. _____	_____	_____	_____

Total Aid: \$ _____

Signature – Financial Aid _____ **Date** _____

2. Student Accounts, Netzer 240 **SUNY Oneonta Total Charges: \$** _____

Total Excess (Available for Refund _____ / Advance _____): \$ _____

OR,

Total Due to Administering Campus: _____ **To Student:** _____

Advanced checks requested:	Date Due:	Requested:	Approved:
1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____

Power of Attorney form completed: ☐ Yes ☐ No

Signature – Student Accounts _____ **Date** _____

Important Liability Information

Liability for certain College expenses begins on the first day of classes. Students who withdraw are entitled to refunds of personal funds paid according to the schedule below. **This applies to SUNY Oneonta ONLY.** Check with your host institution for their liability schedule.

Tuition, Activity Fee, Alumni Fee, Athletic Fee, Health Fee, Technology Fee (where applicable): There is a seven-day liability period beginning on the first day of classes.

<u>Withdrawal During</u>	<u>Refund Amount</u>
First Week	100%
Second Week	70%
Third Week	50%
Fourth Week	30%
Fifth Week	None

A student's liability for tuition and fees is calculated at the time the student completes the official withdrawal process. Simply not attending classes does not reduce or cancel liability. College fee is refunded only if student withdraws prior to the first day of classes.

Federal Aid Refunds: Students are entitled to financial aid based on the percent of time in attendance. The unearned portion of aid will be calculated as of the day of withdrawal. The unearned portion will be returned to the aid program, and the student accordingly billed for any aid disbursed that was not earned. This calculation will occur whether a student officially withdraws or simply stops attending. Please consult the Financial Aid Office for further information.

Financial Holds: A Financial Hold will be placed on all accounts with an overdue balance of \$5 or more. This hold blocks all registration activity and prevents release of grades and College transcripts.

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 NY State agencies for collection of non-tax debts. These laws have augmented those codes and regulations that previously existed within the State University of New York. If you have a current or outstanding debt with the University, you are strongly urged to settle this matter now.

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 debt.
- **COLLECTION FEE** – State Finance Law # 18 – State agencies or their representative 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.
- **AUTHORITY TO HOLD TRANSCRIPTS AND DENY REGISTRATION** – Section 203.1(j) of Chapter V, Title 8 of the Official Compilation of Codes, Rules and Regulations: No person shall receive credit or other official recognition for work completed satisfactorily, or be allowed to pre-register, until all tuition, fees, and all other charges authorized by the State University have been paid and University student loan obligations have been satisfied.
- **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.
- **RETURN CHECK CHARGE** – State Finance Law #19: State agencies are authorized to charge a returned check fee when a check is dishonored.

If you wish to avoid these measures, you must make arrangements to resolve any outstanding debts as soon as possible. If you have questions regarding your debt, please contact the Student Accounts Office at 607-436-3389.