

Fall 2009 - Adjust Bill, Accept Charges, Make Payment

Here's how to take care of your bill online...



If you don't plan to attend classes this semester and you are a matriculated undergraduate, please call Academic Advising at (518) 564-2080 to officially withdraw from college. Otherwise, call the Registrar's Office at (518) 564-2100.

- ✓ Login to **my.plattsburgh.edu**.
- ✓ Once you are logged in,
Click ⇒ Student Services tab
- ✓ Look for the **Student Accounts** box at the bottom right corner of the screen. Then,
Click ⇒ My Accounts
Click ⇒ Fall 2009
- ✓ You should now be at the **SUNY Plattsburgh Tuition Bill Adjustments** screen.
- ✓ Read the information about New York State Collection Law, then
Click ⇒ [I Acknowledge Receipt of Debt Notice] button



Post-dated checks will not be accepted. Each returned check is subject to a \$20 returned-check fee.



Please review your tuition, fees, billed credit hours, room and meal charges to make sure everything is correct. If you find an error, please write us a note in the comment box. **You will not receive a second bill.**



If you have an issue with your financial aid or some aid does not appear on your bill, call the Financial Aid Office at (518) 564-2072 or toll free at (877) 768-5976. Private scholarships cannot be credited to your account unless they have been received by the College. Instead, you must pay the balance on your bill and then be reimbursed once the credit appears.



You need to resolve all your issues and accept your charges by the due date on your bill to avoid an administrative fee.

- ✓ Once you read the instructions for adjusting optional fees, choose your options now, then
Click ⇒ [Update Charges] button. If everything is correct, then
Click ⇒ [Accept Charges] button



If you make additional adjustments to your options, be sure to click the **[Update Charges]** button again **before** you click the **[Accept Charges]** button.

- ✓ At the bottom of the **SUNY Plattsburgh Account Summary with Financial Aid** screen,
Click ⇒ [Make a Credit Card Payment] or
Click ⇒ [Make a Web Check Payment] or
Click ⇒ [Enroll in the College Payment Plan]
- ✓ Print a receipt for your records. If you take care of your bill online, please do not return your paper bill to Student Accounts.

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Here's how to take care of your paper bill...

- √ Near the top of your bill, check **Yes** or **No** to the question, *Are you attending classes this semester?* Also sign your name where it asks for your **Signature**.



If you don't plan to attend classes this semester and you are a matriculated undergraduate, please call Academic Advising at (518) 564-2080 to officially withdraw from college. Otherwise, call the Registrar's Office at (518) 564-2100.

- √ If you have any optional fees showing at the bottom of your charges, draw a line through every one that you **do not want**. Optional fees have an asterisk (*) by their descriptions.



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Please review your tuition, fees, billed credit hours, room and meal charges to make sure everything is correct. If you find an error, please make the adjustment directly on your bill. **You will not receive a second bill.**

- √ Recalculate your **balance due**. The original balance includes all the optional fees.



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You need to resolve all your issues and accept your charges by the due date on your bill to avoid an administrative fee.

- √ If you do not want **hospital insurance**, which is one of the optional fees, you also need to complete the information requested in the **insurance waiver** section in the bottom right corner of your bill.

- √ If you want to pay your bill with a credit card, you can complete the information requested in the **Credit Card Information** section which is also in the bottom right corner of your bill.

- √ Make a photocopy of your bill for your records.

- √ Make checks payable to **SUNY** Plattsburgh and return your bill with payment to **Student Accounts** at 101 Broad Street, Plattsburgh, NY 12901.



If you adjusted your charges, accepted your charges **and** paid your bill online, please do not return your paper bill to Student Accounts.