

# Winter and Spring 2024

## Bursar's Office Essential Information

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Do you have questions? Check these out...

- **Book Deferrals** – <http://www.fmcc.edu/admissions/tuition-and-fees/book-deferral-information/>
- **Certificate of Residence** <http://www.fmcc.edu/admissions/tuition-and-fees/certificate-of-residence/>
- **Financial Aid** – <http://www.fmcc.edu/admissions/financial-aid/fast-links/>
- **ID Card** – You can get yours at the front desk of the Commons located in the 1<sup>st</sup> floor of the Library.
- **Online Billing, Payments, and Payment Plans** - Log in through your FM Student Portal <https://ss.fmcc.edu/PowerCampusSelfService/Home/Login> or for detailed instructions, see <http://www.fmcc.edu/admissions/tuition-and-fees/pay-bill-online/>
- **Refunds**
  - *Setting Up Direct Deposit* - <https://www.fmcc.edu/admissions/tuition-and-fees/pay-bill-online/> and click on Refunds link
  - *Viewing Your Refund Status* – Log in through your FM Student Portal, and view your bill <https://ss.fmcc.edu/PowerCampusSelfService/Home/Login>
- **SUNY NY-Alert** - <https://alert.ny.gov/>
- **Student Handbook** - <https://www.fmcc.edu/studentlife/student-handbook/>
- **Tuition and Fees** – <http://www.fmcc.edu/admissions/tuition-and-fees/>
- **Withdrawal (From Course or College)** - <http://www.fmcc.edu/academics/registrar-office/withdrawal-policy/> and <http://www.fmcc.edu/admissions/tuition-and-fees/> (also see SUNY Uniform Refund Policy on back)

## Important Dates

### WINTER SESSION

(Jan 2 - Jan 19)

- **Oct 5 thru Dec 13** – Winter payment plans available (Dec 13 is LAST available plan)
- NO book deferrals for Winter Session
- NO financial aid for Winter Session (see *Important Tips* on reverse)
- **Dec 15 – Payment due in full for Winter**
  - **Dec 15** – Certificate of residence due
  - **Dec 22** – Last day to enroll in classes and/or pay in full without \$25 late fee
  - **Dec 23 thru Jan 1** – CAMPUS CLOSED
  - **Jan 2** – First day of Winter classes
  - **Jan 2** – Late fee of \$25 added to unpaid balances
  - **Jan 19** – Last day of Winter classes

### SPRING SESSION

(Jan 24 - May 10)

- **Oct 5 thru Feb 13** – Spring payment plans available (Feb 13 is LAST available plan)
- **Jan 5 – Payment due in full for Spring**
  - **Jan 5** – Certificate of residence due
  - **Jan 17** – Follett Access textbooks available in Brightspace
  - **Jan 17** – Book deferrals begin for Spring
  - **Jan 23** – Last day to enroll in classes and/or pay in full without \$25 late fee
  - **Jan 24** – First day of Spring classes
  - **Jan 24** – Late fee of \$25 added to unpaid balances
  - **Jan 24 thru Jan 30** – Add/drop period
  - **Jan 31** – 2023 1098T tax forms mailed
  - **Jan 31** – Follett Access opt-out deadline for those in program
  - **Feb 7** – Late fee of \$50 added to unpaid balances
  - **Feb 14** – Book deferrals end for Spring
  - **Mar 18** – Summer/Fall registration begins – Students with unpaid balances will not be able to register
  - **May 10** – Last day of Spring classes

**NOTE:** Last days for course withdrawals vary per length of session; NO REFUND on course withdrawals.

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## NYS Refund Policy for Withdrawal from a SUNY College

A student who officially withdraws shall be liable for payment of tuition and fees in accordance with the following schedule:

### FOR SEMESTER (SESSIONS LASTING 9-15 WEEKS)

	Spring Dates	% of Student Liability for Tuition
Prior to first day	Prior to 1/24/24	Liable for 0% of Tuition and Fees
During Week 1	1/24/24 – 1/30/24	Liable for all Fees and 25% of Tuition
During Week 2	1/31/24 – 2/6/24	Liable for all Fees and 50% of Tuition
During Week 3	2/7/24 – 2/13/24	Liable for all Fees and 75% of Tuition
After the 3 <sup>rd</sup> Week	After 2/13/24	Liable for all Fees and 100% of Tuition

### FOR SESSIONS LASTING 8 WEEKS OR LESS (including all of WINTER)

	% of Student Liability for Tuition
Prior to first day	Liable for 0% of Tuition and Fees
During Week 1	Liable for all Fees and 75% of Tuition
After the 1 <sup>st</sup> Week	Liable for all Fees and 100% of Tuition

[Note: Exact dates vary per session.]

NYS regulations regarding refund policy can be found at [http://www.suny.edu/sunypp/documents.cfm?doc\\_id=48](http://www.suny.edu/sunypp/documents.cfm?doc_id=48) section 602.11

## Still have questions?

### Bursar Office Hours and Contact Info...

Fall	(8/1 – 12/15)	Mon-Thu 8am-5pm, Fri 8am-4pm
Winter	(12/18 – 1/22)	Mon-Thu 8am-4pm, Fri 8am-3pm
Spring	(1/23 – 5/10)	Mon-Thu 8am-5pm, Fri 8am-4pm
Summer	(5/13 – 7/31)	Mon-Thu 8am-4pm, Fri 8am-3pm

[Note: Our office is closed on major holidays and when campus is closed.]

E-mail: [bursar.office@fmcc.suny.edu](mailto:bursar.office@fmcc.suny.edu)

Phone: (518)736-FMCC (3622), dial 5 from directory

Fax: (518)762-3844

## Important Tips

- If you are expecting financial aid to cover your tuition and fees, be sure to apply early, as it can take some time to complete the required paperwork and process.
- If you plan to pay for the Winter 2024 session with financial aid, it must be transferred from either Fall 2023 or Spring 2024 financial aid credit. Contact the Bursar's Office for a Financial Aid Transfer Authorization Form.
- Your FM e-mail is our official means of contacting you. Be sure to check your FM e-mail regularly for billing updates and other important information!
- If you are not planning to attend, you must officially cancel your enrollment through the Student Development Center before the first day of classes, or you will still be billed for the semester.
- Financial aid refund dates vary per individual; however, we generally begin releasing them as follows:
  - Spring loans – late February
  - Spring grants – mid-April