Office of Student Accounts:

Haggerty Administration Building
Room 210

Office Hours:
M, T, Th, Fri: 9am – 5pm
(uinter: 8am – 4pm)
Weds: 10am – 5pm
(uinter: 9am – 4pm)
Terms to Know:

- ‘Accept charges’ – How you get processed
- **Process your account** – Once payment arrangements have been made, an account is processed.
- **Liability** – An amount owed *by* a student after consideration of all FA awards (ie: ‘Out of Pocket’ expenses)
- **Credit** – An amount owed *to* student after consideration of all FA awards. Issued as a “Book Check” (for EOP students) or a refund. Can also be moved to Hawk Dollars.
- **Invoice** – aka “Bill”
Charges are generated upon registration.

Once registered, a student can view their charges online at http://mynewpaltz.edu/ using their Student ID and password.

From home page, go to the STUDENT SERVICES tab located in the middle of the page:
What Makes Up An Invoice?

- Tuition & College Fee +
- Student Service fees (support campus operations) +
- Room & Board +
- Meal Plan +
- Health Insurance Fee (conditional) +
- Gift to the Fund Fee (optional)
- - financial aid awards
**What makes up a financial aid package?...**

- **Cost of Attendance (2014\'15 UG Resident)** = $22,000 per year (actual cost is approximately $18,314)

- **Includes Tuition, Fees, Room \ Board, Meals, Books, Transportation.**
  
  **Cost of Attendance**
  
  $-\text{Income (FAFSA)}$ =

  **EFC (Estimated Family Contribution)**

- **The lower the EFC, the more FA a student will receive.**
Financial Aid Checklist

- File a FAFSA for the current aid year
- Accept Financial Aid (loans) on Financial Aid Award Letter
- Master Promissory Note \ Entrance Exam (only once for entire time at New Paltz)
- Watch New Paltz email for notifications
Student Accounts Checklist

- Register for classes.
- View invoice.
- Waive Health Insurance (conditional).
- Make payment arrangements.
- Sign Invoice.
- Process Student Account.
All students must ‘Process their account’ by accepting financial responsibility and making payment arrangements every semester.

Accepting charges can be done online, via fax (signed Invoice \ payment), or in person.

Failure to “Process” may result in late fees, invalid student ID card (library, hawk dollars, meal plan, etc), blocks and holds on registration \ transcripts and deregistration of all classes for the semester.
Managing My Student Account:

- Add an Authorized User (someone, other than the student, who has access to view and pay the invoice)
- Set up a Payment Profile (Credit Card or ACH numbers stored for future payments)
- Submit Proof of Health Insurance for waiver
- Add Hawk Dollars
- Set up a Time Payment Plan
- Make a one time Payment
- View and print the current invoice, as well as archived invoices and 1098T Tax Forms
There are several ways to process an account:

- Payment in Full
- Time Payment Plan ($30 fee)
- Financial Aid
New Paltz Time Payment Plan

- A monthly payment plan (up to 5 monthly installments)
- A one time $30 fee to enroll
- Bill divided into equal amounts with initial payment down, remainder billed on the 1st day of each month
- Email confirmation and reminders sent.
All first time students are eligible to apply for a one-time Deferral.

Deferrals extend the due date of the bill in cases when a student’s FA package has not been completed, or for other extenuating circumstances which may prevent the invoice being processed by the stated due date.

A one-time $30 Deferral Fee will be charged.

Failure to complete requirements by deferral due date may result in late fees and account holds.
Helpful Student Account Hints

- Be sure to check the New Paltz email address. All notifications we send are to this address!
- Be aware of the Student Accounts calendar dates and liability periods!
- A student should never drop below full time (> 12 credits) without first speaking with Student Accounts and Financial Aid to ensure grants and scholarships will not be affected.
Any questions, please feel free to contact the Office of Student Accounts:

By Phone:

845-257-3150

Via Email:

STUACCT@NEWPALTZ.EDU