



## SUNY Orange Policies and Procedures

Policy Number	Policy Title
<b>BP4.16</b>	<b>Student Billing and Payment</b>

The College's Office of Student Accounts is dedicated to assisting students with their financial account, including the billing of tuition and fees. The Office of Student Accounts is also responsible for processing payments, assisting with financial aid, issuing refunds and coordinating the tuition payment plan with a third-party provider.

Effective Fall 2017, tuition payment deadlines for each semester are posted on the College's Student Accounts website ([www.sunyorange.edu/bursar](http://www.sunyorange.edu/bursar)) and conveyed directly to the students through email, phone calls, and/or other means of communication. Payment arrangements must be in place by the posted deadlines or students will be dropped from their upcoming courses.

There are four payment arrangement options:

1. Complete Financial Aid requirements.
2. Enroll in a Payment Plan.
3. Pay in full (cash, check, money order, VISA, Mastercard, or Discover).
4. Agree to an approved third-party sponsor agreement.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Adopted: May 11, 2022