

# FALL 2009 DOLLARS AND SENSE GUIDE

The Dollars and Sense Guide has been designed to make financial transactions with Stony Brook University as effortless as possible. It includes payment instructions, financial aid information, meal plan options, health insurance, withdrawal procedures, and other helpful information.

## Fall 2009 Tuition Adjustment Charges (Tuition Liability) Schedule

Liability Period from	Tuition	Fees
On or before 9/6/09	0% (full refund)	0% (full refund)
9/7/09 to 9/13/09	30% (70% refund)	100% (no refund)
9/14/09 to 9/20/09	50% (50% refund)	100% (no refund)
9/21/09 to 9/27/09	70% (30% refund)	100% (no refund)
On or after 9/28/09	100% (no refund)	100% (no refund)

## STATEMENT OF STUDENT RESPONSIBILITY

Students themselves are responsible for reviewing, understanding, and abiding by the university's regulations, procedures, requirements, and deadlines as described at [www.stonybrook.edu](http://www.stonybrook.edu).

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# STUDENT SERVICES OFFICE HOURS

The Student Services lobby, located on the second floor of the Administration Building, is the centralized location for the Bursar/Check Disbursement, Student Accounts Office and Registrar. The Office of Financial Aid and Scholarship Services is located in Room 180 on the first floor of the Administration Building.

The Student Services Lobby includes SOLAR (Student On-Line Access to Records) terminals for online access to student records and window assistance for questions related to Check Disbursement, Student Accounts, and Records and Registration.

## **Operating hours for the Summer 2009 semester (June 1 to August 28) are:**

Monday, Wednesday, Thursday, Friday from 8:30AM to 4:00PM

Tuesday from 10:00AM to 4:30PM

(Offices close at 4:00PM when classes are not in session.)

## **Operating hours for the Fall 2009 semester (August 31 to December 21) are:**

Monday, Wednesday, Thursday, Friday from 8:30AM to 4:00PM

Tuesday from 10:00AM to 4:30PM

(Offices close at 4:00PM when classes are not in session.)

## **Operating hours for the Winter 2010 semester (from January 4 to January 22) are:**

Monday, Wednesday, Thursday, Friday from 8:30AM to 4:00PM

Tuesday from 10:00AM to 4:30PM

(Offices close at 4:00PM when classes are not in session.)

## **Stony Brook Southampton**

The Student Services Office for Stony Brook Southampton is located in Room 104 of the Student Center. The office hours are 8:30Am to 4:00PM Monday through Friday, year round. The office is closed between 12:30PM and 1:00PM daily.

## **Student Services offices will be closed on:**

September 7, 2009 – Labor Day

November 25-27, 2009 – Thanksgiving Recess

December 25, 2009 – Christmas

January 1, 2010 – New Year's Day

January 18, 2010 – Martin Luther King Day

## FALL 2009 CHARGES\*

	NYS Resident	Out-of-State Resident
<b>TUITION</b>		
<b>Undergraduate</b>		
Full-time (12+ credits)	\$ 2,485.00	\$ 6,435.00
Part-time (per credit)	207.00	536.00
<b>Graduate</b>		
Full-time (12+ credits)	4,185.00	6,625.00
Part-time (per credit)	349.00	552.00
<b>Professional</b>		
Medicine	11,400.00	20,320.00
Dentistry	9,825.00	19,710.00
Physical Therapy	6,925.00	11,095.00
Part-time (per credit)	577.00	925.00
MBA	4,305.00	6,880.00
Part-time (per credit)	359.00	573.00
<b>STUDENT ACITIVITY FEE</b>		
<b>Undergraduate</b>		
Full-time (12+ credits)	94.25	94.25
Part-time (1-11 credits per credit)	8.00	8.00
<b>Graduate</b>		
Full-time	25.00	25.00
Dental School	37.50	37.50
Medical School	45.00	45.00
<b>COMPREHENSIVE FEE</b>		
<b>Full-time Undergraduate</b>	665.00	665.00
<b>Comprised of:</b>		
College Fee	12.50	12.50
Infirmary Fee**	129.50	129.50
Athletic Fee	223.50	223.50
Technology Fee	186.50	186.50
Transportation Fee	113.00	113.00

**Part-time Undergraduate – per credit (1-11 credits)**

College fee	.85	.85
Infirmary Fee	12.95	12.95
Athletic Fee	22.35	22.35
Technology Fee	18.65	18.65
Transportation Fee	11.30	11.30

**Full-time Graduate** 441.50 441.50

**Comprised of:**

College Fee	12.50	12.50
Infirmary Fee**	129.50	129.50
Technology Fee	186.50	186.50
Transportation Fee	113.00	113.00

**Part-time Graduate (per credit)**

College fee	.85	.85
Infirmary Fee	12.95	12.95
Technology Fee	18.65	18.65
Transportation Fee	11.30	11.30

**STUDENT HEALTH INSURANCE**

Domestic Required	433.00
Mandatory International	384.50
MEDEX (Medical Evacuation And Repatriation)	30.00

**ON-CAMPUS HOUSING\***

Single Room	3525.00
Double Room	3056.00
Cooking Suite Double	3124.00
Cooking Corridor Double	3124.00
A/C Double	3124.00
West Apartment Single	3776.00
West Apartment Double	3246.00

**MEAL PLAN\***

Bronze (MP1)	1632.00
Silver (MP2)	1739.00
Gold (MP3)	1953.00
Platinum (MP4)	2487.00

**\*All charges are estimated as of August 2009 and are subject to change without notice.**

**\*\*Students who have enrolled in zero-credit courses for summer sessions are required to pay the infirmary fee for each summer session.**

## TIME OPTION PAYMENT PLAN

Stony Brook University recognizes the need for helping parents and students cope with the expenses of higher education. To this end, the Time Option Payment Plan (TOPP) allows the student to make equal and consecutive payments throughout the semester. There is a \$40.00 non-refundable enrollment fee to help defray the program's administrative expenses.

The final enrollment date is September 15, 2009. **Prior balances must be paid in full before enrolling in the current semester TOPP program.** Enrollment for the TOPP program is done through SOLAR under STUDENT FINANCIAL SERVICES, click on ACCOUNT INFORMATION/PAYMENT and select TIME OPTION PAYMENT PLAN.

Anticipated financial aid can only be used in the TOPP calculation if the aid has been accepted through SOLAR under FINANCIAL AID. Financial aid must appear as **Anticipated Aid** on the student's account before it can be included in the TOPP calculation.

When the TOPP application has been processed, payment schedules will be able for viewing in SOLAR under STUDENT FINANCIAL SERVICES, click on ACCOUNT INFORMATION/PAYMENT and select TIME OPTION PAYMENT PLAN (TOPP). **TOPP statements are not mailed to the student's home.** A SOLAR message will be sent on the last day of the month reminding the student of the next TOPP installment. A short reminder SOLAR message will be sent on the 12<sup>th</sup> of current month to remind the student of the TOPP due date of the 15<sup>th</sup>. Any questions about the TOPP Program should be addressed to the Payment Plan Manager at (631) 632-2455.

Charges relating to room, meal plan, required student health insurance, or course load may adjust the student's account balance. TOPP contracts are automatically adjusted for these changes.

Students who have enrolled in the Spring 2009 TOPP program and decide to use the TOPP program for the Fall 2009 semester must re-enroll on SOLAR and pay the enrollment fee of \$40.00.

Charges will be distributed equally over three or four months, depending upon the enrollment date. The enrollment fee for the Fall 2009 semester is \$40.00.

### ENROLLMENT SCHEDULE FOR THE FALL SEMESTER PLAN

If enrolled by:	First Payment Due Date	Monthly Payment
Through 8/15/09	8/15/09	¼ of total due
8/16/09 to 9/15/09	9/15/09	1/3 of total due

After the first installment, the payments are due on the 15<sup>th</sup> day of each month: the final installment is due on November 15, 2009.

## FULL-TIME TUITION AND FEES FOR UNDERGRADUATES\*

The total tuition and fees for Fall 2009\* for a full-time undergraduate student (12 or more credits) are listed below:

	New York State Resident	Out-of-State Resident
TUITION	\$2,485.00	\$6,435.00
STUDENT ACTIVITY FEE	94.25	94.25
COMPREHENSIVE FEE	665.00	665.00
REQUIRED STUDENT HEALTH INSURANCE	433.00	433.00
<b>TOTAL</b>	<b>\$3,677.25</b>	<b>\$7,627.25</b>

**\*All charges are estimated as of August 2009 and are subject to change without notice.**

Room and Meal Plan costs are available on the bottom of page 5.

**PLEASE NOTE:** Additional course fees may be incurred in classes such as art, music, or mechanical engineering. Notification of which classes have additional course fees can be found at [www.stonybrook.edu/ugrdbulletin](http://www.stonybrook.edu/ugrdbulletin).

## WHAT DO I OWE?

Students can access their accounts through SOLAR. Services include all financial information currently available on the account. The student should log into SOLAR, select STUDENT FINANCIAL SERVICES, select ACCOUNT SUMMARY/PAYMENT and click on ACCOUNT SUMMARY/WHAT DO I OWE? The student's name and Stony Brook ID number will appear on the top of the statement as well as pertinent billing information.

Tuition and fees are listed by semester for each semester. A description of charges incurred, credits applied (including personal payments and the required student health insurance waiver), financial aid anticipated and disbursed, and refunds processed will be listed for each semester. Next to each description is the date the item was posted or paid. Payments can be processed from this page at PAY TUITION AND FEES. Students should review this page to see the status of their accounts throughout the semester. No refunds will be made on anticipated financial aid.

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## BILLING INFORMATION AND POLICY

All students, after registering for the Fall 2009 semester, will have access to their billing statement on SOLAR for tuition, fees, and other related university charges. Students registering before July 15<sup>th</sup> will have access to their semester bill at that date and full payment is due on August 15, 2009. Billing statements will be generated on the 15<sup>th</sup> of every month. If a student does not see his/her billing information on SOLAR, it is the student's responsibility to contact the Student Accounts Office and pay the full balance by the due date. Account information can be obtained through SOLAR under STUDENT FINANCIAL SERVICES, select ACCOUNT INFORMATION/PAYMENT and click on ACCOUNT SUMMARY/WHAT DO I OWE? Students are encouraged to check the status of their accounts by accessing SOLAR or by going to the Student Accounts Office during operating hours.

Each billing statement will list tuition, fees, room and board if applicable, required student health insurance and other university charges less the anticipated financial aid. University charges listed may include dormitory room damage, pharmacy charges, chemistry breakage, and/or miscellaneous charges. The balance due as shown on the statement must be paid to the university by the due date.

Refunds will not be issued until all financial aid has been processed and authorized for disbursement. Funds for financial aid programs may be credited at different times during the semester. The anticipated financial aid listed on the billing statement will not be considered a credit until the funds are received by the Bursar's Office. Stony Brook University students are eligible to receive their financial aid refunds by direct deposit to their checking account. Enrollment for Direct Deposit is processed through SOLAR under STUDENT FINANCIAL SERVICES, select ACCOUNT INFORMATION/PAYMENT and click on DIRECT DEPOSIT. Direct deposit refunds are processed daily. At any time during the semester, a student may delete or edit this direct deposit refund option.

**Without satisfactory evidence to defer, students are expected to pay their balances up front and wait for reimbursement when the financial aid, waiver or scholarship funds are received. Students are encouraged to join the Time Option Payment Plan (TOPP) as they wait for the financial aid to be disbursed.**

A matriculated student is charged tuition at the rate of his/her program for all courses in which he/she is enrolled, regardless of course level and regardless of whether any course is to be included in his/her degree program. A matriculated graduate student will pay for undergraduate courses at the graduate level. A non-matriculated student is charged tuition at the rate applicable to each course by course level.

Graduate tuition scholarships will only cover tuition charges. All graduate students with graduate tuition scholarships funded by their departments are responsible for understanding the class year for which  
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they are enrolled (G1,G2,G3,G4,G5) in order to properly register for full-time status. The student is responsible for paying all other fees and any additional tuition credits exceeding the amount of the tuition scholarship. Graduate students employed by the university as teaching or graduate assistants are exempt from paying the Transportation Fee portion of the Comprehensive Fee.

**International graduate students** who have enrolled in graduate student health insurance as teaching, graduate or research assistants and who have had payroll deductions from the beginning of the semester are not responsible for paying the full mandatory health insurance premium. This charge will be reduced to include only the MEDEX (medical evacuation and repatriation) charge.

## **LATE PETITIONS AND RETROACTIVE ADD**

Students having approved petitions to late add or retroactively add are required to pay in full all outstanding balances due to the university (including library and parking fines) and to pay in full for the tuition and fees of the course(s) being added. No petition will be processed if these conditions are not satisfied.

## **OUTSTANDING BALANCES**

Students with an outstanding balance on their account (including parking fines, library fines, orientation fees and any other applicable university charges and/or fines) are not eligible to participate in advanced room selection; receive a degree, certificate of completion or transcript; or process any course transactions until all the charges due to the university or any of its related divisions are paid in full. Delinquent accounts may be transferred to private collection agencies or to the New York State Attorney General's Office for collection and are subject to additional interest and/or collection charges.

## PAYMENT INSTRUCTIONS

Payment is due by the date shown on the billing statement. Payments may be made by credit card (VISA, MasterCard, Discover or American Express) or by electronic check through SOLAR under STUDENT FINANCIAL SERVICES, select ACCOUNT INFORMATION/PAYMENT and click on ACCONT SUMMARY/WHAT DO I OWE?

After the end of the semester, unpaid balances are subject to being transferred to private collection agencies, and additional fines and interest will be charged for collection activities.

## LATE PAYMENT FEES

Failure to pay the amount by the billing due date will result in an automatic assessment of the incremental late payment fee of \$50.00. Incremental late payment fees will be assessed on all accounts not completely paid by the due dates indicated on each successive account statement, with a maximum of \$200.00 per semester.

**Late payment fees will not be waived for pending financial aid. Students should apply early for their financial aid if they want the aid to be received before the billing due dates.**

## ADDRESSES

All students are responsible for having a correct address on file. Home addresses must be changed at the Registrar's Office. Students may elect to change their address through SOLAR and selecting SECURITY AND PERSONAL DATA.

## FEE WAIVERS

Graduate students studying off campus for the full semester may be eligible for a waiver of the on-campus portion of the Comprehensive Fee. Further information is available on the Bursar's site under TUITION & FEES - GRADUATES. The deadline for fee waivers for the Fall 2009 semester is

September 18, 2009. It is the student's responsibility to file all waiver requests by the end of the third week of classes.

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## **ESTABLISHING NEW YORK STATE RESIDENCY**

Students interested in establishing New York State residency for tuition purposes only must file a petition with the Student Accounts Office. The completed petition and supporting documentation must be submitted by the end of the second week of classes to be considered for the current semester. The deadline of consideration for the Fall 2009 semester is September 14, 2009.

## **ANTICIPATED FINANCIAL AID**

Certain types of awards that have been accepted by the student, but not disbursed to his/her student account are considered ANTICIPATED AID. Award estimates (including TAP), Work Study, stipends, unaccepted offered loans, and student reported awards are not recorded as anticipated aid. Anticipated aid that is not disbursed after a period of time will expire. This expired anticipated aid will no longer be calculated against any outstanding university charges. If the current billing statement does not include anticipated aid, the student must pay the amount due by the date indicated. If financial aid is received after the balance is paid, the student may be eligible for a refund. Failure to apply for financial aid in a timely manner does not relieve the student from the obligation to meet payment deadlines.

To insure that the anticipated financial aid is disbursed in a timely manner, students must promptly submit all documentation requested by the Office of Financial Aid and Scholarship Services. The student will receive a TO DO LIST item on his/her SOLAR home page providing detailed instructions pertaining to the required documentation.

First-time recipients of Direct Stafford loans, PLUS loans and Perkins loans are required to complete a Master Promissory Note (MPN). Please go to the Financial Aid Web site [www.stonybrook.edu/financialaid](http://www.stonybrook.edu/financialaid) for instructions. Parents should visit the Parent's Web Page section for directions on applying for a Parent PLUS loan. Students will receive a SOLAR TO DO LIST item instructing them on the MPN application process.

New York State TAP Awards may be used as anticipated aid against accounts if an award certificate from HESC listing Stony Brook University has been received by the student. Prior to disbursement of the TAP Award, the student must meet the State Education Department's

requirement of eligibility. The requirements can be found at [www.hesc.org](http://www.hesc.org). Students should refer to the State Satisfactory Academic

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Progress located in the TERMS AND CONDITIONS section of the Financial Aid Web site ([www.stonybrook.edu/financialaid](http://www.stonybrook.edu/financialaid)). **An Estimated TAP Award and Work Study Awards will never appear as anticipated aid.**

If a student is receiving a private scholarship or grant, a letter from the donor organization must be submitted to the Student Accounts Office. The letter should include the name of the recipient, amount of the award, and period of study for which the award is granted. For the award to be used as anticipated aid, the letter should be received before the billing due date.

## RETURN OF FEDERAL FINANCIAL ASSISTANCE

Effective Fall 2000, federal regulations have substantially changed the way funds paid toward a student's education are handled when a recipient of Federal Financial Assistance (Title IV Funds) withdraws from the university. The regulations require the Office of Financial Aid and Scholarship Services to use a formula established by the U.S. Department of Education to determine the amount of federal aid earned by the student on the date of withdrawal. The amount of funds to be returned is based on the time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges. As a result, the student may have an outstanding balance after Title IV funds are returned. After the 60% point of the semester, a student has earned 100% of the federal funds.

## WAIVERS AND CERTIFICATES

Approved waivers and certificates (including teacher waiver certificates, UUP and SUNY employee waivers, and NYS CSEA Partnership (formerly LEAP) must be submitted to either the Bursar or Student Accounts Office by the second week of classes.

All non-immigrant international students who are billed for the mandatory health insurance fee should read the section on pages 19-20 under MANDATORY INTERNATIONAL HEALTH INSURANCE.

Payment for the remaining tuition and mandatory fees must be made by the due date of the student's first billing statement. Late receipt of payments due will result in the assessment of late payment fees.

## UNDERGRADUATE COURSE LOAD

Students with approved underloads will be charged at the full-time tuition and fee rate. Before requesting an underload, a student should determine the consequences for financial aid and intercollegiate athletic eligibility.

## REGISTRATION CANCELLATIONS AND WITHDRAWALS

Please refer to the Academic Calendar located at [www.stonybrook.edu/registrar/calendar](http://www.stonybrook.edu/registrar/calendar) for the Fall 2009 semester deadline dates.

- Undergraduate students may cancel or withdraw for the semester in person at the Registrar's Office or by accessing [www.stonybrook.edu/registrar](http://www.stonybrook.edu/registrar) and downloading the appropriate form under FORMS. An exit interview with the Registrar's Office is required for all withdrawals, cancellations, and/or leaves.
- Graduate SPD (School of Professional Development) students may drop all courses through SOLAR or in person at the Registrar's Office.
- All other graduate students must contact either the Graduate School or the Health Sciences Center.

If a student cannot come in person to drop all of his/her courses, either he/she must fax (631-632-9491) the request or mail the request in writing for a cancellation or withdrawal from the university. The letter should be sent to:

Stony Brook University  
Registrar's Office  
276 Administration Building  
Stony Brook, NY 11794-1101

**NOTE: The following additional approvals are required or recommended as indicated:**

- AIM/EOP students must obtain a signature and advisement from the AIM/EOP Office in the Melville Library.
- Graduate level international students are strongly recommended to seek advisement from the International Programs Office.

**REMINDER: It is the student's responsibility to resolve all financial and contractual matters with respect to the cancellation of registration. If financial aid is received and the student has incurred tuition adjustment charges (tuition liability) as a result of the**

semester cancellation or withdrawal, the Office of Financial Aid and Scholarship Services should be contacted.

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## **FINANCIAL OBLIGATIONS OF REGISTRATION CANCELLATION AND WITHDRAWAL**

If the student does not plan to attend the Fall 2009 semester, he/she must notify the appropriate university offices (i.e. Registrar, Campus Residences, and Meal Plan) or the charges will remain his/her personal obligation. Withdrawal from classes may be done in person at the Registrar's Office.

If the student withdraws by September 6, 2009, no tuition adjustment charges (tuition liability) will be incurred. After that, he/she will be held responsible for the charges in accordance with the tuition adjustment charges (tuition liability) schedule shown below.

### **TUITION ADJUSTMENT CHARGES (TUITION LIABILITY) AND REFUNDS**

Students who officially drop classes or withdraw from Stony Brook University after the start of classes will incur liability for a portion of the tuition and fee charges. If withdrawing on or after September 7, 2009, the university will retain a percentage of the tuition and fees in accordance with the following schedule.

#### **Fall 2009 Tuition Adjustment Charges and Refunds**

<b><i>Liability Period from</i></b>	<b><i>Tuition</i></b>	<b><i>Fees</i></b>
On or before 9/6/09	0% (full refund)	0% (full refund)
9/7/09 to 9/13/09	30% (70% refund)	100% (no refund)
9/14/09 to 9/20/09	50% (50% refund)	100% (no refund)
9/21/09 to 9/27/09	70% (30% refund)	100% (no refund)
On or after 9/28/09	100% (no refund)	100% (no refund)

During 0% liability, refunds will be processed and charges removed for tuition and fees. After 0% liability, tuition will be prorated according to the schedule above, and all fees, including all course related fees, are due in full. The last day to drop without incurring tuition adjustment charges is September 6, 2009. Students who register for courses and do not drop

before the end of the fourth week of the semester are liable for their full charges.

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**NON-ATTENDANCE OF CLASSES does not classify as an official withdrawal and does not relieve the student of his/her financial obligation or entitle him/her to a refund.** Transcripts and diplomas will not be released, nor will registration for any succeeding semesters be accepted until the student's account has been paid in full.

**Requests for a refund of tuition payment must be made in writing to the Student Accounts Office in accordance with university policy.** All refunds or adjustments of charges are based on the date the class withdrawal application is officially received (the postmark of the letter or the date of the fax) by the Registrar's Office. If the student is eligible for a refund, a request in writing must be sent to the Student Accounts Office or faxed to (631) 632-1308.

If a student is withdrawing from the university and has arranged for housing and/or a meal plan, contact the Office of Campus Residences and the Meal Plan Office to cancel these arrangements and avoid responsibility for any charges incurred.

## **REFUNDS OF FINANCIAL AID AND/OR OVERPAYMENTS**

Students may have credit balances on their accounts as a result of a tuition, required student health insurance, room or meal plan adjustment, or as a function of an overpayment of the amount due.

The student has the option of having his/her refund deposited directly into his/her checking account. Electronic deposits are secure, fast and convenient and the student will avoid waiting to receive the refund check at the Bursar's counter or in the mail. Enrollment is done via SOLAR by accessing STUDENT FINANCIAL SERVICES> ACCOUNT INFORMATION/PAYMENT→ DIRECT DEPOSIT > ADD ACCOUNT > COMPLETE THE PANEL > SAVE. Refunds done through direct deposit are processed daily. At any point during the semester, the student may edit or delete this direct deposit refund option.

The student has the option of receiving a paper check. These refunds are processed and printed weekly. The refund check is available at the Bursar's window or the student may have the check mailed to his/her home address.

No money is refunded unless a written request is submitted within one year after the term for which the payment was made. Refund requests may be faxed to (631) 632-1308 or mailed to:

Stony Brook University  
Student Accounts Office

## ACADEMIC CALENDAR

Fall registration continues through August 30, 2009 for students not previously registered. Monday to Friday classes start on August 31, 2009. As of August 31, 2009, a late registration fee of \$40.00 will be assessed to all students previously not registered.

### CLASSES ARE IN SESSION ON:

October 12, 2009 (Columbus Day)  
November 2, 2009 (Election Day)  
November 11, 2009 (Veterans' Day)

### CLASSES ARE NOT IN SEESION ON:

September 7, 2009 (Labor Day)  
September 18, 2009 (Rosh Hashanah no  
classes after 5:00PM)  
September 19-20, 2009 (Rosh Hashanah)  
September 28, 2009 (Yom Kippur)  
November 25-27, 2009 (Thanksgiving)

## CAMPUS HOUSING

**If occupancy in the residence halls falls below 100% of utilization, students who cancel their housing assignment after the start of the semester will be responsible for the full cost of room rent for the semester. No pro-rations will be offered.**

When occupancy levels are at or above 100% capacity, students who cancel their housing are billed a pro-rated portion of their housing fees through the end of the week in which they last occupied a space in the residence halls.

Residents may petition for an adjustment of their housing charges by documenting in writing the extenuating circumstances that resulted in their departure. The letter should be mailed to:

Stony Brook University  
Office of Campus Residences  
Stony Brook, NY 11794-4444

**Students who live on campus for the Fall semester but will not be returning for the Spring semester must properly check out by 8:00PM on the last day of the Fall semester to avoid incurring housing charges for the Spring semester.**

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## **MEAL PLANS**

All undergraduate students who reside in the residence halls and who are in their first or second semester of enrollment at Stony Brook are required to enroll in a Resident Meal Plan regardless of the residence hall in which they live. Resident students who live in a resident hall or area designated as non-cooking must enroll in a Resident Meal Plan regardless of class year or tenure at Stony Brook. Students who are required to participate in the meal plan are billed for the full semester cost of their chosen Resident Meal Plan. Four resident meal plans are available. If a student is required to be on a meal plan but does not select a meal plan, he/she will be placed on the Silver Meal Plan (MP#2). The budget plan is available to eligible students residing in a building/area designated as cooking. Apartment residents and commuter students may enroll in either the \$250 or \$500 meal plan billed to their student account.

Students voluntarily withdrawing from the university may receive a pro-rated refund based upon the official withdrawal date. To receive a refund, the Meal Plan Office must be notified in writing by the student. Pro-rations will be calculated on a weekly basis effective the end of the week in which the Meal Plan Office was notified of the cancellation. The address of the Meal Plan Office is:

Stony Brook University  
Meal Plan Office  
250 Student Union Building  
Stony Brook, NY 11794-3209

Students who move off campus or move to a cooking building must notify the Meal Plan Office in writing. Pro-rations will be calculated on a weekly basis effective the end of the week in which the Meal Plan Office was notified of the cancellation.

**Students who live on campus for the Fall 2009 semester but who will be moving off campus for the Spring 2010 semester must notify the Meal Plan Office in writing to avoid incurring meal plan charges for the Spring 2010 semester.**

## CAMPUS BOOKSTORE

The **Bookstore Campus Account** is a taxable debit account. This account offers the student the convenience of purchasing textbooks and school supplies in the University Bookstore and Matthew's HSC Medical Bookstore without carrying cash; just present his/her Stony Brook ID card. The Bookstore Campus Account can be opened at the minimum amount of \$200.00 and maximum amount of \$1,100.00 in increments of \$100.00. Unused balances will be refunded during the term. Updates will be posted to SOLAR. The Bookstore Campus Account may be deferred against financial aid or paid in monthly installments using the university's Time Option Payment Plan (TOPP). The Bookstore Campus Account **CANNOT** be used to purchase popular literature, logo clothing, mugs, gifts, or other non-school supply merchandise. To enroll in the Bookstore Campus Account, go to [www.stonybrook.edu/bca](http://www.stonybrook.edu/bca).

## REQUIRED STUDENT HEALTH INSURANCE FOR DOMESTIC STUDENTS

All full-time matriculated students are automatically billed through SOLAR for the required student health insurance. The cost is \$433.00 from August 16, 2009 through January 15, 2010. If a student already has comparable health insurance through a job, through a relative's insurance plan or another source, and sees the health insurance fee on his/her student account, the student must complete a waiver on SOLAR by September 28, 2009. Students in the Schools of Medicine and Dental Medicine are billed \$1,165.00 as they have additional coverage under this plan. Students who wish to enroll their dependents and students who are part-time but wish to voluntarily enroll in the plan, must contact the Student Health Insurance Office at (631) 632-6331 no later than September 28, 2009, for enrollment forms and further information. For complete information about the insurance plan go to [www.studentaffairs.stonybrook.edu/shs/insurance](http://www.studentaffairs.stonybrook.edu/shs/insurance).

## MANDATORY INTERNATIONAL STUDENT AND SCHOLAR HEALTH INSURANCE

This insurance plan is a **requirement** for all non-immigrant international students who wish to attend Stony Brook University. **International graduate student employees** are also billed for this health insurance. The Fall 2009 costs are \$412.00 for the health insurance and \$30.00 for MEDEX (Medical Evacuation and Repatriation).

**Graduate Assistants, Teaching Assistants, and Research Assistants** who enroll in either NYSHIP or POMCO do not apply for a waiver of the mandatory health insurance. These student employees must enroll at the Student Health Insurance Office for either the NYSHIP or POMCO insurance plan within 30 days of their academic appointment. The mandatory health insurance fee will be removed from their accounts in October 2009. Those GAs, TAs, and RAs who do not enroll on time will remain on the mandatory health insurance plan for the entire semester. In addition, GAs, TAs, and RAs are billed for the mandatory health insurance for any period they do not have payroll deductions for either NYSHIP or POMCO. The mandatory health insurance is billed in full monthly amounts, i.e. a minimum of \$82.25 per month.

**Registered graduate students who are studying in their home countries** for the entire semester are also billed for the insurance plan and MEDEX. However, these students will be waived from the insurance and MEDEX fees if they inform the Health Insurance Office of their current situation by September 15, 2009 via e-mail (or have their academic department inform the Health Insurance Office by that date) at [ledelson@notes.cc.sunysb.edu](mailto:ledelson@notes.cc.sunysb.edu) or by phone at (631) 632-6054.

## PARKING ON CAMPUS

If a student parks on campus, his/her vehicle must display a valid parking permit and be operated within the guidelines specified by Stony Brook University Parking Rules and Regulations. Parking permits are

color-coded and correspond to signs posted at the entrance of each parking lot. The permit may not be transferred to another person.

## **PARKING PERMIT**

All faculty/staff and commuters are eligible to obtain parking permits as are apartment residents and resident students with junior (U3) or (19)

senior (U4) status. Requests for exceptions to this restriction for resident students with freshman (U1) and sophomore (U2) status may be submitted based on medical, employment, or other extenuating circumstances. Petition forms are available at [www.stonybrook.edu/parking](http://www.stonybrook.edu/parking) and from Parking Services located in the Administration Building Room 254.

## **OBTAINING YOUR PERMIT**

You may apply for your parking permit at [www.stonybrook.edu/parking](http://www.stonybrook.edu/parking) or through your SOLAR account.

## **MOTORIST ASSISTANCE PROGRAM**

During the hours of 7:00AM to 4:00PM, Monday through Friday, Parking Services offers motorist assistance for common problems such as battery jumps, lock-in keys, empty gas tanks, and slow leaks. During all other times, assistance is limited to battery jumps and locked-in keys. If further assistance is needed, please call the University Police at 333.

## **STONY BROOK UNIVERSITY BUS SERVICE**

Bus schedules may be obtained at the Student Accounts Office located in the Administration Building Room 254, by calling (631) 632-AUTO or by calling Transportation Services in South P-Lot at (631) 632-6418.

# **COMPREHENSIVE FEE**

The **Comprehensive Fee** as shown on the billing statement is composed of the College Fee, Athletic Fee, Infirmary Fee, Technology Fee, and Transportation Fee.

## **ATHLETIC FEE**

The athletic fee provides funding for the operation of the intercollegiate athletic programs and allows for free admission of undergraduate students to campus sporting events.

## **INFIRMARY FEE (This is not the fee for the Required Student Health Insurance.)**

The infirmary fee funds the medical services performed by a staff of physicians, physician assistants, nurses, and nurse practitioners in the

walk-in clinic and the Women's Center. The fee covers in-house laboratory tests and some over-the-counter medications. The Student Health Service Building is the only location on campus where the infirmity fee can be used. The hours of operation are Monday through Friday from 8:00AM to 12:00PM and from 1:00PM to 5:30PM. During summer and semester breaks, the hours of operation are Monday through Friday from 8:00AM to 12:00PM and from 1:00PM to 4:00PM.

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### **TECHNOLOGY FEE**

The technology fee provides the necessary resources to maintain and improve information technology for students, including but not limited to the purchase and replacement of student computer workstations, Microsoft Office and Windows licenses for students, staffing for expanded SINC site operation, new public computer sites, technology improvements in the classroom, and the installation and maintenance of networks serving the residence halls.

### **TRANSPORTATION FEE**

The transportation fee funds the free University Bus Service, which provides a variety of transportation options for the university community. Specifically, the University Bus Service operates eight weekday and eight weekend bus routes between a variety of destinations on East, West, and Southampton campuses, as well as between some off-campus destinations. The fee covers expenses related to this service, as well as the costs associated with providing bus shelters; surface parking facilities, including resurfaced lots; additional parking spaces and improved lighting.

## **TAX CREDITS FOR HIGHER EDUCATION**

The American Recovery and Reinvestment Act of 2009 has provided for the American Opportunity Credit (formerly known as the Hope Scholarship Credit) and the Lifetime Learning Credit.

The **American Opportunity Credit** is available to any independent student or, in the case of a dependent student, to the taxpayer entitled to claim that student as an income tax exemption. This non-refundable tax credit is available with qualified tuition and related expenses paid from January 1, 2009 to December 31, 2009. The term "qualified tuition and related expenses" has been expanded to include course materials. Included in the related expenses would be books, supplies and equipment purchased for a course of study. The benefit amount is 100% of the first \$2,000 and 25% of the second \$2,000 for qualified amounts paid within a tax year to an eligible institution of higher education for the first four years of post-secondary enrollment (at least half-time) in a course of study leading to a degree or a recognized certificate.

The **Lifetime Learning Credit** is available to college juniors and seniors, graduate students, and professional degree students, as well as adults returning to school. This non-refundable tax credit is available with qualified amounts paid from January 1, 2009 to December 31, 2009. The benefit amount is 20% of the maximum amount of \$5,000 in tuition and qualifying fees, providing a maximum credit of \$1,000.

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Information on the American Opportunity Credit and the Lifetime Learning Credit will be available on the student's SOLAR account. This will include qualifying tuition and fees paid, non-qualifying payments, and total scholarships and grants received for the tax year 2009. This information can be accessed under STUDENT FINANCIAL SERVICES -->ACCOUNT INFORMATION/PAYMENT→ TAX RELIEF DISCLOSURE FORM. Duplicate copies of the student's 1098T tax form, originally sent from Albany in January, can be accessed under STUDENT FINANCIAL SERVICES-->ACCOUNT INFORMATION/PAYMENT→1098T FORM..

## **FREQUENTLY ASKED QUESTIONS (FAQS)**

### **WHAT IF SOLAR CANNOT BE ACCESSED OR THE STUDENT HAS FORGOTTEN HIS/HER PASSWORD?**

On the SOLAR main page, select the last link, REPORT A PROBLEM. Complete all necessary information, including e-mail address. Choose the appropriate box (i.e., BROWSER PROBLEM, OR SOLAR PASSWORD PROBLEM). Briefly describe the problem. An answer will be generated within 24 hours. Students may go to any SINC site on campus to have their password changed.

### **WHAT IS THE LAST DAY TO DROP A CLASS (OR CLASSES) WITHOUT OWING TUITION OR FEES?**

The last day to drop a class or classes without incurring tuition adjustment charges (tuition liability) is September 6, 2009. Withdrawals and cancellations after September 6<sup>th</sup> incur tuition adjustment charges and all fees are due in full.

### **WHAT IS THE COMPREHENSIVE FEE?**

To streamline the billing and student fee waiver processes, the university has consolidated all required student fees (except the Student

Activity Fee) into the Comprehensive Fee. Explanation of the fees can be found on pages 20- 21. All fees included on the student's account are mandatory, whether or not he/she chooses to use them. However, evening students (attending **ALL** classes after 5:00 PM), if charged the Infirmary Fee, are eligible for a waiver of the Infirmary Fee portion of the Comprehensive Fee.

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### **WHEN MUST I PAY MY BILLING CHARGES?**

Billing statements are generated to all registered students beginning July 15<sup>th</sup> for the Fall semesters and December 15<sup>th</sup> for the Spring semesters. Subsequent statements are available on the 15<sup>th</sup> of each month until the student's account balance is zero. Late fees of \$50.00 per month (maximum of \$200.00 per semester) are assessed on any unpaid balances.

### **WHAT IF FINANCIAL AID IS NOT REFLECTED ON THE STUDENT'S ACCOUNT BEFORE THE DUE DATE?**

**OR**

### **WHAT IF THE FINANCIAL AID DEFERMENTS DO NOT COVER THE COMPLETE BALANCE DUE?**

The student should enroll in the **Time Option Payment Plan (TOPP)** as soon as possible. This plan allows monthly payments to be made to the student's account. The TOPP enrollment deadline dates are August 15<sup>th</sup> for the 4 payment option and September 15<sup>th</sup> for the 3 payment option. The penalties for an unpaid balance can amount to \$200.00 per semester, since a late fee of \$50.00 will be charged every time a billing statement is not paid by the due date.

### **WHEN ARE REFUNDS OF FINANCIAL AID PROCESSED?**

Before any refunds will be issued, anticipated financial aid needs to be properly processed (all paperwork has been completed and all TO DO LIST items have been addressed by the student) and authorized for disbursement (all enrollment requirements met). Funds for anticipated financial aid may be credited at different times during the semester. Students are eligible to receive DIRECT DEPOSIT of their refund checks to a checking account. Enrollment is done through SOLAR under STUDENT FINANCIAL SERVICES. At any point during the semester, a student may edit or delete this direct deposit refund option. The anticipated aid listed on a student's billing statement will not be considered a credit to his/her account until the funds are received by the Bursar's Office.

**WHAT IS THE LAST DAY TO APPLY FOR THE FALL 2009  
WAIVER OF THE REQUIRED STUDENT HEALTH INSURANCE?**

The last day to file a waiver through SOLAR is September 28, 2009, which is the end of the Add/Drop period. No waiver for Fall 2009 will be processed after that date.

*Stony Brook University is an affirmative action, equal opportunity educational institution and employer.*

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