



STATE UNIVERSITY OF NEW YORK  
DOLLARS AND SENSE GUIDE  
Spring 2012

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.

**Spring 2012 Tuition Liability Schedule**

The table below displays what percentage of Tuition and Fees would be forgiven if a student completely and correctly withdraws before a given date.

| Liability Period      | Tuition | Fees |
|-----------------------|---------|------|
| On or Before 01/29/12 | 0%      | 0%   |
| 01/30/12 - 02/05/12   | 30%     | 100% |
| 02/06/12 - 02/12/12   | 50%     | 100% |
| 02/13/12 - 02/19/12   | 70%     | 100% |
| On or after 02/20/12  | 100%    | 100% |

**Statement of Student Responsibility**

*The student* is responsible for reviewing, understanding, and abiding by all University regulations, procedures, requirements, and deadlines. The University Billing and Payment Policy can be found online at [www.stonybrook.edu/bursar](http://www.stonybrook.edu/bursar).

|  |    |
|--|----|
| Section I: Quick Reference .....                                   | 3  |
| STUDENT SERVICES OFFICE HOURS .....                                | 3  |
| FULL-TIME TUITION AND FEES FOR UNDERGRADUATES.....                 | 3  |
| WHAT DO I OWE? .....   | 3  |
| TIME OPTION PAYMENT PLAN.....                                      | 4  |
| PAYMENT INSTRUCTIONS .....   | 4  |
| LATE PAYMENT FEES .....  | 5  |
| DELINQUENT ACCOUNTS .....  | 5  |
| LATE PETITIONS AND RETROACTIVE ADDITIONS .....                     | 5  |
| REQUIRED STUDENT HEALTH INSURANCE FOR DOMESTIC STUDENTS.....       | 5  |
| MANDATORY INTERNATIONAL STUDENT AND SCHOLAR HEALTH INSURANCE ..... | 5  |
| Section II: Full Policies.....                                     | 7  |
| BILLING INFORMATION AND POLICY .....                               | 7  |
| Spring 2012 Charges .....  | 8  |
| Explanation of Fees.....   | 9  |
| FEE WAIVERS.....   | 10 |
| ESTABLISHING NEW YORK STATE RESIDENCY.....                         | 10 |
| WAIVERS AND VOUCHERS .....   | 10 |
| UNDERGRADUATE COURSE LOAD .....                                    | 10 |
| TUITION LIABILITY AND REFUNDS.....                                 | 10 |
| ANTICIPATED FINANCIAL AID.....                                     | 11 |
| RETURN OF FEDERAL FINANCIAL ASSISTANCE.....                        | 12 |
| REFUNDS OF FINANCIAL AID AND/OR OVERPAYMENTS .....                 | 12 |
| REGISTRATION CANCELLATIONS AND WITHDRAWALS .....                   | 12 |
| Section III: Other Helpful Information .....                       | 13 |
| ACADEMIC CALENDAR .....  | 13 |
| CAMPUS BOOKSTORE .....   | 13 |
| PARKING ON CAMPUS .....  | 13 |
| PARKING PERMITS .....  | 13 |
| MOTORIST ASSISTANCE PROGRAM .....                                  | 14 |
| STONY BROOK UNIVERSITY BUS SERVICE .....                           | 14 |
| CAMPUS HOUSING.....  | 14 |
| MEAL PLANS.....  | 14 |
| TAX CREDITS FOR HIGHER EDUCATION .....                             | 15 |
| TAX DISCLOSURE FORMS .....   | 15 |

## Section I: Quick Reference

### 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, and the Campus Card office is in room 254. The Student Services Lobby includes SOLAR (Student On-Line Access to Records) terminals for online access to student records, as well as staff assistance for questions related to Check Disbursement, Student Accounts, and Records and Registration.

Operating hours for the Spring 2012 semester (when classes are in session) are:

- Monday, Wednesday, Thursday, Friday from 8:30 AM to 4:00 PM
- Tuesday from 10:00 AM to 4:30 PM

Offices close at 4:00 PM Monday through Friday when classes are not in session.

Additionally, Student Services offices will be closed on:

- *April 2<sup>nd</sup> – April 8<sup>th</sup> – Spring Recess*

### FULL-TIME TUITION AND FEES FOR UNDERGRADUATES

The total tuition and fees for Spring 2012 for a full-time undergraduate student (12 or more credits) are listed below:

| Charge Type                       | New York State Resident | Out-Of-State |
|-----------------------------------|-------------------------|--------------|
| Tuition                           | 2,635.00                | 7,360.00     |
| Activity Fees                     | 94.25                   | 94.25        |
| Comprehensive Fee                 | 767.50                  | 767.50       |
| Required Student Health Insurance | 762.00                  | 762.00       |
| Total                             | 4,258.75                | 8,983.75     |

Tuition and Fee structures for all other students are covered in Section II of this guide, under “Spring 2012 Charges”. Room and Meal Plan costs (for students who will be living on campus) are available in Section III.

**PLEASE NOTE:** Additional course fees may be incurred in classes such as art, music, mechanical engineering, and dental medicine. 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, available at [www.stonybrook.edu/solarsystem](http://www.stonybrook.edu/solarsystem). To view their current bill and balance, the student should log into SOLAR, select Campus Financial Services, and click on “Account Summary/What Do I Owe?” under the “Account Summary/Payment” header. 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. A description of charges incurred, credits applied (including deposits, personal payments and the required student health insurance waiver), financial aid (both 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. Students should review this page to see the status of their accounts throughout the semester. Note that no refunds will be made on anticipated financial aid.

### TIME OPTION PAYMENT PLAN

Stony Brook University recognizes the need for helping 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 application fee for each semester in which the student enrolls in TOPP.

For the Spring 2012 semester, the final enrollment date is February 15, 2012. Prior balances must be paid in full before enrolling in the current semester TOPP program.

To enroll, log into SOLAR, select Campus Financial Services, and select "Time Option Payment Plan" under the Account Information/Payment heading. Note that anticipated financial aid can only be used in the TOPP calculation if the aid has been accepted through SOLAR. 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 through SOLAR – click on Campus Financial Services, and select "Time Option Payment Plan" under the Account Information/Payment heading. 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 12th of the current month to remind the student of the TOPP due date of the 15th. Any questions about the TOPP Program should be addressed to the Payment Plan Manager at (631) 632-2455.

Changes in charges (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.

Charges will be distributed equally over three or four months, depending upon the enrollment date. The application fee for the Spring 2012 semester is \$40.00.

| Plan           | Must be enrolled by: | Monthly Payment   | First Payment Due Date |
|----------------|----------------------|-------------------|------------------------|
| 4 Payment Plan | 1/15/2012            | ¼ of amount due   | 1/15/2012              |
| 3 Payment Plan | 2/15/2012            | 1/3 of amount due | 2/15/2012              |

### PAYMENT INSTRUCTIONS

Payment is due by the date shown on the Account Summary / What Do I Owe? page. Payment may be made by credit card (VISA, MasterCard, Discover or American Express) or by electronic check by selecting "Pay Tuition and Fees" on the Account Summary page.

## **LATE PAYMENT FEES**

Failure to pay your balance by the billing due date will result in an automatic assessment of an incremental late payment fee of up to \$50.00. Failure to pay by the date indicated in each SOLAR notification will result in additional fees being levied, up to a maximum of \$200.00 per semester. Late payment fees will not be waived if anticipated financial aid is posted after payment is due; students should be sure to apply for financial aid before the established deadlines in order to ensure that it is reflected correctly on their account.

## **DELINQUENT ACCOUNTS**

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 advance room selection;
- Receive a degree, certificate of completion or transcript; or
- Process any course transactions.

This ineligibility will continue 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.

## **LATE PETITIONS AND RETROACTIVE ADDITIONS**

Students having approved petitions to late or retroactively add courses 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.

## **REQUIRED STUDENT HEALTH INSURANCE FOR DOMESTIC STUDENTS**

All full-time matriculated students are automatically billed for required student health insurance. The cost is \$762.00 coverage from January 16, 2012 through August 15, 2012. If a student already has comparable health insurance through a job, a relative's insurance plan or other source and does not wish to be covered by the University's plan, the student must complete a waiver on SOLAR by February 15, 2012.

Students who wish to enroll their dependents, students who are part-time but wish to voluntarily enroll in the plan, or in any other special situation, must contact the Student Health Insurance Office at (631) 632-6331 no later than February 15, 2012 to discuss their situation. For complete information about the plan, visit [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 Spring 2012 cost is \$618.05 for the health insurance and \$49.70 for MEDEX (Medical Evacuation and Repatriation).

Graduate Assistants, Teaching Assistants, and Research Assistants who are eligible to enroll in either NYSHIP or POMCO must do so at the Student Health Insurance Office within 30 days of their academic appointment. The mandatory health insurance fee will be removed from their accounts in March 2012. 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 \$85.20 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 February 15, 2012 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.

## Section II: Full Policies

### BILLING INFORMATION AND POLICY

All students, after registering for the Spring 2012 semester, will have access to their billing statement on SOLAR. Students registering will have access to their semester bill by December 15<sup>th</sup>, or the date of registration, whichever is later. Full payment is due on January 15, 2012. 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 – See “Account Summary / What do I Owe?” in Section I. Students are encouraged to check the status of their accounts by accessing SOLAR or by going to the Student Accounts Office during operating hours.

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 student's account will not be credited or refunded 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 Campus Financial Services, select “Direct Deposit” under the Account Information/Payment heading. 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 financial aid that is not listed as anticipated 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. For example, 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 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.

### Spring 2012 Charges

| Tuition                 | NYS Resident | Out-of-State Resident |
|-------------------------|--------------|-----------------------|
| <b>Undergraduate</b>    |              |                       |
| Full-Time (12+ credits) | 2,635.00     | 7,360.00              |
| Part-time (per credit)  | 220.00       | 613.00                |
| <b>Graduate</b>         |              |                       |
| Full-Time (12+ credits) | 4,435.00     | 7,580.00              |
| Part-time (per credit)  | 370.00       | 632.00                |
| <b>Professional</b>     |              |                       |
| Medical                 | 13,545.00    | 26,285.00             |
| Dental                  | 11,675.00    | 26,015.00             |
| Physical Therapy/DNP    | 8,230.00     | 14,645.00             |
| PT/DNP Part-Time        | 686.00       | 1,220.00              |
| Masters of Social Work  | 4,585.00     | 7,580.00              |
| S/W Part-Time           | 382.00       | 632.00                |
| Physician Assistant     | 4,560.00     | 8,270.00              |
| P/A Part-Time           | 380.00       | 689.00                |
|                         |              |                       |
| MBA                     | 5,105.00     | 8,325.00              |
| MBA Part-Time           | 425.00       | 694.00                |

| Fees  | NYS Resident  | Out-of-State Resident |
|---|---------------|-----------------------|
| <b>Student Activity Fee</b>                 |               |                       |
| Full-time Undergraduate                     | <b>94.25</b>  | <b>94.25</b>          |
| Part-time Undergraduate                     | <b>8.00</b>   | <b>8.00</b>           |
| Full-time Graduate                          | <b>25.00</b>  | <b>25.00</b>          |
| Dental School                               | <b>37.50</b>  | <b>37.50</b>          |
| Medical School                              | <b>45.00</b>  | <b>45.00</b>          |
|   |               |                       |
| <b>Comprehensive Fee</b>                    |               |                       |
| <b>Full-time Undergraduate</b>              |               |                       |
| Academic Excellence & Success Fee           | <b>37.50</b>  | <b>37.50</b>          |
| College Fee                                 | <b>12.50</b>  | <b>12.50</b>          |
| Infirmery Fee                               | <b>145.50</b> | <b>145.50</b>         |
| Athletic Fee                                | <b>240.50</b> | <b>240.50</b>         |
| Technology Fee                              | <b>208.50</b> | <b>208.50</b>         |
| Transportation Fee                          | <b>123.00</b> | <b>123.00</b>         |
| <b>Part-time Undergraduate (per credit)</b> |               |                       |
| Academic Excellence & Success Fee           | <b>3.75</b>   | <b>3.75</b>           |
| College Fee                                 | <b>0.85</b>   | <b>0.85</b>           |
| Infirmery Fee                               | <b>14.55</b>  | <b>14.55</b>          |
| Athletic Fee                                | <b>24.05</b>  | <b>24.05</b>          |
| Technology Fee                              | <b>20.85</b>  | <b>20.85</b>          |

|  |                 |                          |
|--|-----------------|--------------------------|
| Transportation Fee                     | <b>12.30</b>    | <b>12.30</b>             |
|  |                 |                          |
| <b>Full-time Graduate</b>              |                 |                          |
| Academic Excellence & Success Fee      | <b>37.50</b>    | <b>37.50</b>             |
| College Fee                            | <b>12.50</b>    | <b>12.50</b>             |
| Infirmary Fee                          | <b>145.50</b>   | <b>145.50</b>            |
| Technology Fee                         | <b>208.50</b>   | <b>208.50</b>            |
| Transportation Fee                     | <b>123.00</b>   | <b>123.00</b>            |
| <b>Part-time Graduate (per credit)</b> |                 |                          |
| Academic Excellence & Success Fee      | <b>3.75</b>     |                          |
| College Fee                            | <b>0.85</b>     | <b>0.85</b>              |
| Infirmary Fee                          | <b>14.55</b>    | <b>14.55</b>             |
| Technology Fee                         | <b>20.85</b>    | <b>20.85</b>             |
| Transportation Fee                     | <b>12.30</b>    | <b>12.30</b>             |
|  |                 |                          |
| <b>Student Health Insurance</b>        |                 |                          |
| Domestic (required)                    | <b>762.00</b>   |                          |
| International (Required)               | <b>618.05</b>   |                          |
| MEDEX (Medical Repatriation)           | <b>49.70</b>    |                          |
|  |                 |                          |
| <b>On-Campus Housing</b>               |                 | <b>Meal Plan</b>         |
| Single Room                            | <b>3,891.00</b> | Bronze <b>1,801.00</b>   |
| Double Room                            | <b>3,374.00</b> | Silver <b>1,913.00</b>   |
| Cooking Suite (Double)                 | <b>3,449.00</b> | Gold <b>2,138.00</b>     |
| Cooking Corridor (Double)              | <b>3,449.00</b> | Platinum <b>2,699.00</b> |
| West Apartment Single                  | <b>4,133.00</b> |                          |
| West Apartment Double                  | <b>3,553.00</b> |                          |

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

### Explanation of Fees

The **Comprehensive Fee** as shown on the billing statement is composed of:

- **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.
- **ACADEMIC EXCELLENCE & SUCCESS FEE** is charged to all students of the State University Centers to provide the resources necessary for maintaining quality and student success programs.
- **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 infirmary fee can be used. The hours of operation are Monday through Friday from 8:00 AM to 12:00 PM and from 1:00 PM to 5:30 PM. During summer and semester breaks, the hours of operation are Monday through Friday from 8:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM.

- **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 R&D 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.

### **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 Spring 2012 semester is February 17, 2012. It is the student's responsibility to file all waiver requests by the end of the third week of classes.

### **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 Spring 2012 semester is January 30, 2012.

### **WAIVERS AND VOUCHERS**

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.

### **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.

### **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 January 30, 2012, the university will retain a percentage of the tuition and fees in accordance with the following schedule.

| Liability Period      | Tuition | Fees |
|-----------------------|---------|------|
| On or before 01/29/12 | 0%      | 0%   |

|                      |      |      |
|----------------------|------|------|
| 01/30/12 - 02/05/12  | 30%  | 100% |
| 02/06/12 - 02/12/12  | 50%  | 100% |
| 02/13/12 - 02/19/12  | 70%  | 100% |
| On or after 02/20/12 | 100% | 100% |

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 liability is January 29, 2012. Students who register for courses and do not drop before this date are liable for their full charges. 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.

### ANTICIPATED FINANCIAL AID

Certain types of university-based financial aid 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 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. Additionally, first-time recipients of Direct Stafford loans, PLUS loans and Perkins loans are required to complete a Master Promissory Note (MPN). Please visit the Financial Aid Web site [www.stonybrook.edu/finaid](http://www.stonybrook.edu/finaid) for instructions. Parents should visit the Parent's Web Page section for directions on applying for a Parent PLUS loan. Students will receive a 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 Progress located in Terms and Conditions section of the Financial Aid Web site.

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, Stony Brook ID number, 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.

## REFUNDS OF FINANCIAL AID AND/OR OVERPAYMENTS

Students may have credit balances on their accounts as a result of a charge adjustment, or as a result 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; click on Campus Financial Services and again on Direct Deposit, add an account, and press 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. If the student elects not to sign up for direct deposit, he or she will receive a paper check. These refunds are processed and printed weekly. The refund check is available at the Bursar's office (Window #8) or the student may have the check mailed to his/her home address.

Regarding prior terms and other special situations, 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  
254 Administration Building  
Stony Brook, NY 11794-1301

## 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 Spring 2012 semester deadlines. 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. 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 Student Services office.

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.

## Section III: Other Helpful Information

### ACADEMIC CALENDAR

Spring registration continues through February 3, 2012. Monday to Friday classes start on January 23, 2012; as of this date, a late registration fee of \$50.00 will be assessed to all students previously not registered.

CLASSES ARE NOT IN SESSION ON:

- *April 2nd – April 8th – Spring Recess*

### CAMPUS BOOKSTORE

The **Bookstore Campus Account** is a taxable debit account. This account offers the student the convenience of purchasing textbooks and school supplies at the University Bookstore and Matthew's HSC Medical Bookstore without carrying cash. The Bookstore Campus Account can be opened for \$200.00, in \$100.00 increments up to a maximum amount of \$1,100.00. Unused balances will be refunded during the term. 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).

### 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 remains the property of the University and may not be transferred or sold to another person. You may apply for your parking permit at [www.stonybrook.edu/parking](http://www.stonybrook.edu/parking).

### PARKING PERMITS

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

### **MOTORIST ASSISTANCE PROGRAM**

During the hours of 7:00 AM to 4:00 PM Monday through Friday, Parking Services offers motorist assistance for common problems such as battery jumps, lock-outs, 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.

### **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 8:00 PM on the last day of the Fall semester to avoid incurring additional fees.

### **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 one, he/she will be placed on the Gold Meal Plan (MP#3). Apartment residents and commuter students may enroll in either a \$250.00 or \$500.00 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 2011 semester but who will be moving off campus for the Spring 2012 semester must notify the Meal Plan Office in writing to avoid incurring additional charges.

## 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, 2011 to December 31, 2011. 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, 2011 to December 31, 2011. The benefit amount is 20% of the maximum amount of \$5,000 in tuition and qualifying fees, providing a maximum credit of \$1,000.00.

## TAX DISCLOSURE FORMS

Stony Brook University offers two classes of Tax Disclosure information. The first, the Tax Relief Disclosure Form, denotes qualifying tuition and fees **paid**, scholarships and grants **received** and is typically used to file for the American Opportunity and Lifetime Learning credits. It can be found under Campus Financial Services by selecting “Tax Relief Disclosure Form”.

The second form available is the 1098T which is originally sent from Albany, in January, to all qualified students. Duplicate copies of the student’s 1098T tax form can be found under Campus Financial Services by selecting “1098T Form”.

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