

# How to Complete the SUNY Niagara Student Billing & Payment Process

## STUDENT BILLING CHECKLIST:

1. Access your Schedule/Bill on Banner Web
2. Make payment for any amounts owed by Payment Due Date
3. If necessary, obtain Certificate of Residency. Applicable for residents of New York State living outside Niagara County to avoid financial liability for Out-of-County charges
4. If necessary, sign up for a Nelnet Payment Plan if unable to pay in full by Payment Due Date

**FAILURE TO COMPLETE ANY OF THE REQUIRED STEPS IN ACCORDANCE WITH ESTABLISHED DEADLINES MAY RESULT IN ASSESSMENT OF A LATE FEE IN ADDITION TO THE RISK OF LOSS OF YOUR CLASS SCHEDULE.**

**IMPORTANT:** Students must acknowledge having read, understood and accept terms of the Financial Responsibility Agreement (FRA) prior to registering for classes. Once e-signed, the FRA remains in effect during your entire time at SUNY Niagara. As a reminder, the FRA says you are financially obligated to pay for all charges, regardless of the status or availability of any financial aid. You can continue to make changes to your class schedule prior to the sixth day of the fall and spring terms without incurring a financial penalty – check the refund/liability schedule posted online for winter and summer dates. Lack of attendance in one or more classes does NOT absolve your financial responsibility.

**E-BILL ACTIVATION DATES** – Date when students can begin accessing their billing documents for the term on Banner Web.

Approximate activation dates for E-Billing are:

Fall Term – Mid June    Winter/Spring Term – Mid November    Summer Term – Early April

**PAYMENT DUE DATE** - The date your payment must be received and billing process completed each term.

- Your payment and billing process must be completed by the date of registration or the published Payment Due Date, whichever is later.

**Step One: Access your Schedule/Bill on Banner Web** to view your class schedule, account charges, anticipated financial aid benefits, third party benefits, payments made and your amount due. You are responsible for accessing your schedule bill which is available on demand via your banner web account. **SUNY Niagara does NOT mail you a Schedule/Bill.**

### How to access your Schedule/Bill on Banner Web:

Go to Banner Web and **sign in to your student account**. Click on **Student Accounts** link. Select **View My Schedule/Bill**. Select Term, then click **Next** button

**Step Two: Make payment for amounts owed by Payment Due Date:** Pay on-line, by mail or in person.

**On-line:** On-line payments can be made via your Banner Web or Nelnet account. We accept MasterCard, Visa and Discover cards (credit and debit).

### How to pay your bill on-line through Banner Web:

Go to Banner Web and **sign in to your student account**. Click on **Student Accounts**. Click on **Pay Bill Online**. Select Term for which payment is being made. Enter **Payment Amount** (use two decimal places, NO commas) and click on **Pay By Credit**. Select **Continue** to be transferred to a secure payment platform. Complete the transaction form and select **Pay Now**.

**Pay by Mail:** Check or Credit/Debit Card payments can be mailed to SUNY Niagara, Attn. Cashier's Office, 3111 Saunders Settlement Rd., Sanborn, NY, 14132. Complete and return the bottom portion of your Schedule/Bill with payment. Include your name and student identification number on all checks and correspondence. Make check payable to **Niagara County Community College**.

**Pay In Person:** Payments are accepted in the Cashier's Office located at the Sanborn Campus, Room A-205 any weekday the College is open between 8:00 am – 4:00 pm. We also have an after-hours drop box: To the right of the Cashier's office is the elevator, and to the right of that is a short hallway. The drop box is on the left side of the hallway just before the door to the Business Office suite.

**Pay by Phone:** We do not accept payments by telephone.

**When to pay:** If you register prior to the Tuition Payment Due Date, your payment is due by the **Payment Due Date**. If you register on or after the Payment Due Date, your payment is due at time of registration. Each time you make a change to your course schedule that results in additional charges, the additional payment is due by the Payment Due Date or date of latest registration activity, whichever is later.

### **Step Three: Non-resident Tuition Charges for New York State Residents Living Outside Niagara County**

If you have been a legal resident of New York State for the past year but your legal residence is outside Niagara County, you are charged tuition at the higher non-resident rate. These charges will be credited back to your account if you provide a valid Certificate of Residence ("COR") from your county of legal residence.

#### **When to do your Certificate of Residence:**

To be consider valid, CORs must be issued **NO** earlier than two months prior to the registration date of the semester for which you have registered, and no later than thirty (30) days after the start of the semester. CORs issued outside this period do not meet requirements of NYS Education Law and will not be considered valid. CORs issued thirty (30) days after the start of the semester are subject to verification of validity prior to acceptance by SUNY Niagara.

**Please Note:** We understand not all students affected by non-resident tuition charges will be able to obtain their COR in the time frame between the first day a COR can be accepted and the Payment Due date. Sometimes this is a very small window opportunity. If you have timely completed all of the other billing steps and the only outstanding issue is COR paperwork, your class schedule will **not** be at risk. If you have non-resident tuition without a No Permit notation, and you have not fully covered this amount with payment and/or financial aid, your class schedule will be at risk.

#### **How to obtain your Certificate of Residence:**

**FOR LEGAL RESIDENTS OF ALL NON-NIAGARA COUNTIES IN NYS:** E-Mail, mail, drop off or use other county-acceptable means to submit your completed and signed COR application (Notary no longer required) to your County Treasurer's Office. (Most counties will accept the application format accessed via the link [here](#), and available in the Cashier's Office.) If qualified, your County Treasurer will issue you a COR. Submit the COR to the SUNY Niagara Cashier's Office. The non-resident tuition will be credited to your billing account once the Cashier's Office has received the original COR from your County Treasurer. Faxed copies are not acceptable.

### **Step Four: Nelnet Payment Plan (not available for the Winter Intersession)**

SUNY Niagara offers payment plan options through Nelnet whereby students may make payments for academic charges over time. You will be charged a non-refundable fee to participate in the plan. You will find plan options for current terms available online at <https://www.niagaracc.suny.edu/tuition/plan/>.

You must re-enroll in a payment plan for each semester you choose to participate in this financing option.

**Remember:** Failure to complete required elements of the Billing & Payment Process may result in assessment of a late fee and/or possible loss of class schedule. Note that having SUNY Niagara drop your class schedule for you is never guaranteed.