

HOW TO WAIVE THE OPTIONAL ALUMNI FEE

Assessed at a flat rate per semester, this optional fee supports programs and services related to career services, graduating senior programs, funding of diploma covers, student recognition programs, and alumni-student interaction opportunities.

If you do not wish to pay the optional alumni fee:

1. Access www.brockport.edu
2. Click on **Online Services**
3. Select **Campus Information System**
4. Enter your **User ID** and **PIN**
5. Click on **Student Services**
6. Select **Student Records**
7. Select **Account Summary** or **Account Summary by Term**
8. Click on **Update Your Alumni Fee Option** located at the bottom of the page
9. Select **Term** and **submit**
10. Click on **Remove Alumni Fee**

This electronic transaction will be valid for the current and all future terms until you, the student, choose to reverse the option and pay the alumni fee. The Alumni Fee cannot be waived retroactively; it can only be waived during the current and future semesters if the online transaction is completed prior to the end of the current semester.

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