

# Chapter II

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## Admission Requirements

### The Students We Seek

SUNY College at Brockport is committed to meeting a broad range of the post-secondary educational needs for the citizens of New York. Because these needs are diverse, the student body we seek is similarly diverse: traditional college age and adult, undergraduate and graduate, part-time and full-time, freshman and transfer, from all regions of the state. In addition, we seek a student body that reflects the rich ethnic mix of the state's population. Most importantly, we seek students who have demonstrated a clear ability to benefit from the opportunities offered by publicly-supported higher education. In short, SUNY Brockport, a public college with a public mission, seeks students who are:

- *inquisitive about the world around them,*
- *well-prepared to meet the varied demands of college classrooms,*
- *capable of reading with understanding and expressing their thoughts in clear, literate language,*
- *highly-motivated to learn, and*
- *involved in their schools and larger communities.*

The SUNY *Undergraduate Application* is required for admission to SUNY Brockport and is available from New York state high school guidance offices, New York state two-year colleges, and the Office of Undergraduate Admissions at Brockport. Students are notified by the SUNY Application Processing Center if additional information is necessary for the College to make an admissions decision.

Recommended deadline dates for applications are February 15 for the fall semester and November 15 for the spring semester. Applications are accepted and qualified applicants offered admission throughout the year, space permitting. For further information, contact our Office of Undergraduate Admissions at (716) 395-2751, (800) 382-8447, or e-mail to [admit@brockport.edu](mailto:admit@brockport.edu).

### Freshman Admission

Admission to SUNY Brockport is competitive. Only 54 percent of the freshman applicants for fall 2000 were offered admission to the College. Preference is given to students who have successfully completed the New York State Regents Program, who graduated with a high school average of "B" or higher and who have achieved a standardized test score of 1000 or higher on the SAT or its equivalent on the ACT.

Applicants should have completed a strong college preparatory program including a minimum of 18 academic units in English, math, science, social sciences, foreign languages, and other academic subjects. SAT (or ACT) scores are required of all applicants for admission, while written recommendations are strongly encouraged.

Freshmen who have completed an Advanced Placement course and achieved a grade of 3 (in most cases), 4 or 5 on the AP exam will be awarded college credit, based upon official score reports from the testing agency. Students who complete college-level courses while in high school will receive credit for work in which grades of "C" or better are earned. Official college transcripts must be submitted to the SUNY Brockport Office of Undergraduate Admissions for credit to be awarded.

Finally, the *Supplemental Information Form* may be sent to some applicants after an initial review of their application. This form will provide additional information about a student's interests, talents, and extracurricular activities and will thus enable the admissions staff to make the best possible decision.

We invite all applicants to visit the campus and meet with a member of the admissions staff to learn more about our wide range of academic programs. Students can tour the campus and see our excellent facilities first-hand.

## Academic Programs for the Most Successful Students

SUNY Brockport offers a number of academic programs that have been designed to enrich the experience of high-achieving students. The **College Honors Program** is a way that excellent students may complete part of their General Education requirements in small classes that have been designed for Honors students. The freshman criteria for admission to the program are a 90 high school average and SAT scores that exceed 1100. See page 70 for more information, or contact the director of the *College Honors Program* at SUNY Brockport.

Another program designed to appeal to the highly-motivated freshman is **Delta College**, SUNY Brockport's time-variable degree program. *Delta College* is an alternative to the College's traditional General Education program. The program is designed to develop the skills, values, and knowledge that top business leaders and prominent futurists have described as essential for successful leaders of the 21st century—the ability to think critically, to communicate effectively in both oral and written modes, the ability to make interdisciplinary connections, to work as an effective member of a team, to be self-evaluative, to have a working familiarity with other cultures and languages, to understand technology, and to function as a member of a global community. The program keeps classes small, utilizes active learning to supplement lectures, and emphasizes collaborative learning projects. Guided in their education by careful mentoring relationships with the faculty, the students gain invaluable real-world experience through the series of local, national, and international internships that they pursue each year. Delta College students must have an academic major. Delta College students are able to pursue most of the majors at the College. The program begins considering students at an 85 high school average and 1000 SAT or an ACT equivalent score. See page 65 for additional information, or contact the director of *Delta College* at SUNY Brockport, (716) 395-2291.

The **3-1-3 Program** is a program offered cooperatively with a number of regional high schools. Highly motivated and mature high school students can apply for admission to SUNY Brockport as a *3-1-3 Program* student. During the senior year, these students typically take two or three approved, AP level courses at their high school and commute to the College for two courses each semester. Because both the high school courses and instructors have been approved by the College, students are awarded credit for all these courses. They pay tuition only for the courses taken at the College. By participating in the *3-1-3 Program*, students can earn 24–30 college credits in their senior year. This can lead to a substantial savings of time and money on the baccalaureate degree. All courses are recorded on a Brockport transcript and are transferable to most SUNY colleges and many private colleges as well. Students may elect to continue at SUNY Brockport and if they do, no additional application process is required. School districts currently participating include Brockport, Spencerport, Hilton, Kendall, Albion, Churchville-Chili, and Byron-Bergen. For information on the *3-1-3 Program* and its entrance requirements, students in these schools may consult with their high school guidance counselors or with the Office of the Assistant Vice President for Undergraduate Education at the College, (716) 395-2504.

The **College Experience** allows high school seniors to register for one course per semester at the College through the Office of Continuing Education. It is recommended that such students be mature and ready to deal with college-level work and that they have consulted with their high school guidance counselors. These students receive credit for only the courses taken at the College and are charged the usual tuition for these courses.

## Special Admissions Programs

A small number of freshmen who do not meet the normal admission criteria will be considered under special admission programs that have more flexible standards and a more structured academic program. In selecting these students, the Admissions Committee looks very carefully at the academic record of each applicant to determine her or his potential for success in a competitive college program. **Only** those who in the judgment of the committee members are ready and able to succeed will be offered admission. The four current programs are **Excel, Exceptional Talent, EOP, and Transition.**

The **Excel Program** is designed for students who have outstanding potential, but who, for a variety of reasons, have not had comparable scholastic success. In particular, the program seeks a small number of students with high standardized test scores (a minimum of 1100 on the SAT or its ACT equivalent) and high school averages between 75 and 80. Students will be enrolled in a three-credit General Education course that has been designed to explore the possibilities and responsibilities of higher education and is taught by their academic advisor. In addition, students will be registered in four other academic courses.

Students who do not meet regular admission criteria but who possess a particular talent in either the fine arts or athletics can be considered for admission through the **Exceptional Talent Program**. A student must document his/her talent through an audition, portfolio, videotape, or written evidence of exceptional performance. Written recommendations from individuals who are knowledgeable about the student's performance in his or her talent area are required. Students admitted to the College through the **Exceptional Talent Program** agree to a specially designed freshman academic program that includes mandatory tutorial sessions and study halls. All **Exceptional Talent** students must live on campus for the freshman year.

Admission to the **Summer Transition Program** is offered to a select number of applicants who are close to meeting the criteria for regular admission, and who, in the judgment of the admissions committee, have the potential to make a successful transition into the College's rigorous academic program. Students must successfully complete a five-week summer program at Brockport to earn admission to the freshman class.

A limited number of academically and financially disadvantaged students will be admitted to SUNY Brockport through the **Educational Opportunity Program (EOP)**. EOP is funded by the state of New York for students who qualify for both academic and economic assistance. For admission into the program, applicants must show potential for success in college. The program provides counseling, advising, tutorial assistance, and financial support for each student. See page 20 for complete description of the EOP.

## Transfer Admission

Transfer students are considered for admission to programs at SUNY Brockport based on their level of achievement in course work at other colleges and universities. As with freshmen, transfer admission to the College is competitive. Although we will consider a student who has achieved a minimum grade point average of 2.25 and who has demonstrated a commitment through prior course work to the major the student wishes to pursue, the average grade point average of students admitted for fall 2000 was 3.0. Admission to several programs (including athletic training, business administration, criminal justice, nursing, social work, and teacher certification programs) is limited to applicants who have completed the prerequisite course work and who meet the higher minimum GPA requirements established for admission to these particular programs.

Very successful transfer students, those who have achieved superior grade point averages, are invited to apply to the College Honors Program. For more details about this program, see the College Honors Program section of this catalog. In addition, transfer students who have earned a 3.8 or above are eligible for the Presidential Scholarship in Residence. For a complete

description of this important opportunity, see page 26, in the “Scholarships and Awards” section of this catalog.

Transfer students who have earned a transferable two-year degree (AA, AS) and are admitted to the College are awarded full transfer credit for their associate degree course work and full junior status. However, depending on previous courses and the major selected at SUNY Brockport, some students may need more than 60 additional credits to complete Brockport’s bachelor’s degree requirements. Transfer students who have not earned a two-year degree are awarded credit for previous work on a course-by-course basis.

Official transcripts from each college attended are required to complete the application. Transfer applicants who completed Advanced Placement courses in high school must request official score reports from the testing agency. Transfer students who have completed fewer than 24 college credits must also submit a high school transcript as part of the admissions process. Individuals who have taken courses for college credit through Continuing Education as a non-matriculated student at SUNY Brockport must apply for admission as a transfer student using the *SUNY Undergraduate Application*.

**FAILURE TO REPORT ALL PREVIOUS COLLEGE ATTENDANCE ON THE APPLICATION AND TO SUBMIT ALL OFFICIAL COLLEGE TRANSCRIPTS IS CONSIDERED TO BE ACADEMIC DISHONESTY. DISCOVERY OF SUCH DISHONESTY WILL RESULT IN NO TRANSFER OF CREDIT AND CAN RESULT IN SUSPENSION FROM SUNY BROCKPORT.**

## Joint Admission

Some students who transfer to SUNY Brockport do so through a Joint Admissions program at their community college. Brockport has such programs with Erie Community College, Finger Lakes Community College, Genesee Community College, Monroe Community College, and Niagara County Community College. Once admitted to the two-year college, joint admission students also receive a letter from the Office of Undergraduate Admissions at Brockport establishing eligibility to complete a bachelor’s degree at Brockport. Students in these programs need not submit the *SUNY Undergraduate Application*, but must complete the *Intent to Enroll Form* that will be sent to them by Brockport the semester prior to enrolling.

Students who wish to enroll in a Joint Admissions program with one of the community colleges listed should contact the Office of Undergraduate Admissions at their two-year college for details.

## Readmission

Students who have previously attended SUNY Brockport as matriculated students may apply for readmission to Brockport. Previous academic achievement at the College, grades received for college work completed elsewhere, and the circumstances under which the student left Brockport are all considered in the readmission process. These applicants should apply for readmission to the College well in advance of the semester for which they wish to return. Applications for readmission are available from the Office of Undergraduate Admissions at Brockport. Readmission applicants who have financial obligations to SUNY Brockport, or who are in default on any student loans, will not be eligible for readmission until all such financial obligations have been cleared.

Students who are dismissed for academic reasons are eligible to apply for readmission after a lapse of two semesters. In order to be considered for readmission, students must successfully demonstrate a satisfactory level of readiness to successfully undertake college level work at SUNY Brockport.

Students in good academic standing who take a Leave of Absence for a semester or a year and then return need not apply for readmission. After the expiration of the leave, however, if the student does not return in the next regular semester, readmission is required.

Applicants for readmission to the EOP program must have been previously enrolled in EOP at SUNY Brockport to be considered for readmission to the program. Previous academic achievement at Brockport, grades earned in college work completed elsewhere, and the circumstances under which a student left Brockport are all considered in the readmission process. Applicants for readmission to the Educational Opportunity Program must contact the EOP Office to schedule an interview, which is required for readmission.

## Second Baccalaureate Degree

Students who completed their first bachelor's degree at SUNY Brockport and wish to obtain a second baccalaureate degree must apply for readmission using the *Application for Readmission to Undergraduate Study*. Students who completed their first bachelor's degree at another college or university must use the *State University of New York Undergraduate Application* and pay the appropriate application fee.

To be eligible for admission to the second baccalaureate degree, the applicant must have graduated from an accredited college or university, must submit official transcripts from each college attended prior to applying to SUNY Brockport certifying completion of a bachelor's degree, and must meet the minimum grade point average requirements for admission to the major that the applicant wishes to pursue. All application materials including official transcripts must be on file by December 1 for spring applicants or by August 1 for fall applicants. Materials received after these deadlines will be considered for the next semester. A 2.25 GPA is required for admission to most majors. Admission to selected programs including athletic training, business administration, criminal justice, nursing, social work, and teacher certification programs is limited to applicants who have completed the prerequisite course work and meet the minimum GP A requirements established for admission to these particular programs.

Students wishing to pursue the Bachelor's of Science in Nursing (BSN) must contact the Department of Nursing at (716) 395-2355 and complete the departmental application process. In addition, students must apply to the College as instructed above.

Students wishing to pursue a second degree in social work must first contact the Department of Social Work at (716) 395-2324 and complete the departmental application process. Once accepted by the department's Admissions Committee, students must then apply to the College as instructed above.

All students interested in elementary and secondary teacher certification (excluding health science and physical education) must contact the Department of Education and Human Development at (716) 395-2205 and apply for acceptance into the certification program. **IN ADDITION**, the student must apply for admission to the College as instructed above. **NOTE:** *The certification program is not a major and will be completed in addition to your second degree major. Your application for admission to the College must indicate the academic major you wish to study.*

A Second Degree Contract will be written for each applicant and will be sent to the applicant with the letter of acceptance. The Second Degree Contract identifies all courses that transfer to fulfill degree requirements and all courses required to complete the second bachelor's degree. Students must fulfill all prerequisite, corequisite and major requirements for the second degree program and complete general education, liberal arts and upper-division credit requirements in effect at the date of matriculation in the second degree program. Transfer credit from the first degree may be used to fulfill degree requirements.

Students admitted as second baccalaureate degree students are classified as matriculated undergraduates and billed accordingly. Second degree students may qualify for financial aid and should contact the Financial Aid Office at SUNY Brockport at (716)395-2501 for assistance.

Students in the second baccalaureate degree program must complete a minimum of 30 credits beyond the first bachelor's degree and complete all departmental and College residency requirements. Additional information regarding second baccalaureate degrees is included in the Academic Policies section of this catalog.

## Educational Opportunity Program (EOP)

Students determined to be academically and financially disadvantaged may be admitted to SUNY Brockport through the Educational Opportunity Program. Spaces in EOP are limited and are offered to students whose academic records indicate the potential for success in college and who meet the economic guidelines established for the program. EOP is NOT a financial aid program; it is a program that provides counseling, advising, and tutorial support to each enrolled student, as well as financial aid support for each student based on need.

Specifically, the Educational Opportunity Program provides the following services:

- weekend summer orientation programs,
- a specially designed freshman-year curriculum; and
- counseling support in the areas of academic advisement, financial aid, career exploration, personal/social development, and learning skills and tutorial assistance.

To qualify for consideration for the EOP, freshman applicants must be New York state residents, must have graduated from a New York state high school or been awarded a GED by New York state, may not be admissible under regular admission standards, and must meet the income qualifications set by the state of New York. Additionally, EOP freshmen applicants minimally must have a 76 high school average or above, 14 academic units, SAT—minimum total 700 (minimum verbal 350), ACT—minimum composite (minimum 14 English) and completed and satisfactory academic and personal recommendations, high school transcripts should be submitted with the SUNY Application. GED scores should be requested by the applicant from the New York State Department of Education and sent directly to the Office of Undergraduate Admissions. Submission of SAT/ACT scores and letters of recommendation are required. An in-person or telephone interview may be required.

Students determined to be academically qualified for admission to the EOP freshman class will receive information that describes the required income documentation that must be submitted to determine economic eligibility. All income verification that SUNY Brockport requests must be submitted before an admissions decision can be made.

**Transfer students** who apply for EOP must complete a minimum of 24 transferable credits and must have been enrolled in an EOP, HEOP, or SEEK program at their previous college to be considered for EOP at SUNY Brockport. Official college transcripts from each college attended are required to complete the application process. In addition, certification of enrollment in an EOP-type program is required and will be requested by Brockport upon receipt of the application. The student is responsible for making sure that the Certificate of Eligibility is returned to the Admissions Office at Brockport.

Transfer students who will be completing an AA, AS, or AAS degree will be considered for admission with a 2.0 GPA or higher. Other transfer applicants must have a minimum GPA of 2.25 or higher. Students applying to academic programs with higher entrance requirements must meet those higher requirements to be eligible to enter these programs.

**Applicants for readmission** to the College, who wish to participate in the EOP, must have been previously enrolled in EOP at SUNY Brockport. Previous academic achievement at Brockport, grades earned in college work completed elsewhere, and the circumstances under which a student left Brockport are all considered in the readmission process. Applicants for readmission to the Educational Opportunity Program may be contacted by the EOP office to schedule a required interview.

Applicants who have financial obligations to the College or who are in default on any student loans may not be eligible for readmission until all such financial obligations have been cleared.

## Part-time Students

Each semester nearly 3,000 part-time students attend SUNY Brockport. These students vary widely in age, background, interests and educational goals. Brockport welcomes part-time students and strives to provide programs and an environment that meet their needs and educational goals.

Part-time students can take part in most degree programs offered. Certain programs, however, require daytime attendance or periods of full-time attendance, such as those involving work and study in agencies and organizations outside the College.

Part-time students fall into two categories: matriculated and non-matriculated. A matriculated student has been formally admitted to SUNY Brockport as a degree candidate; a non-matriculated student has been given permission to enroll in most courses offered at Brockport. Matriculated students have the advantages of: 1) assignment of an academic advisor, 2) availability of federal and state financial aid, 3) degree requirements based upon the date of matriculation, and 4) campus residence halls. To enroll as a part-time undergraduate student, please contact the SUNY Brockport Office of Undergraduate Admissions (716) 395-2751.

Tuition and fees for part-time students are noted under the Expenses and Fees section in this chapter. Or, contact the Office of Undergraduate Admissions or the Financial Aid Office for current information.

## International Students

SUNY Brockport welcomes international students to our campus because they enrich the educational experience for all students by contributing to the intellectual, social and cultural diversity of the college community. Although they account for less than one per cent of the total undergraduate population, international students provide an important dimension to the College's educational environment.

Policies established by the Office of International Student Services are based on policies and practices recommended by NAFSA, AACRAO, and other educational organizations. For admission purposes, an international applicant is defined as one who currently holds a student (F-1) or exchange visitor (J-1) visa or is seeking to enroll at SUNY Brockport on such a visa. The United States Immigration and Naturalization Service requires specific documentation for a variety of items before approving the issuance of a visa. It is the College's responsibility to collect this information from the applicant and then record it on the appropriate *Certificate of Eligibility* form issued by the College on behalf of the applicant.

Admission of an international student is based on three factors: academic record, English proficiency, and the guarantee of sufficient finances to meet the attendance cost. Certified true copies of secondary and post-secondary work (if any) in English are required for review; photocopies generally are not accepted. A score of 520 or better on the *Test of English as a Foreign Language (TOEFL)* is required for all non-native speakers of English. Applicants who do not have sufficient proficiency in the English language, but who otherwise meet the College's admission standards, are required to attend an intensive English language program at a college or university elsewhere in the United States. Admission is conditional upon successful completion of that program. SUNY Brockport can provide no financial assistance for an undergraduate international student. Therefore, it is imperative that the applicant have sufficient financial support available to meet both academic and living expenses for each year of study.

The Financial Aid Office determines a nine-month total cost deemed sufficient to meet tuition, room, board, insurance, fees, books, and incidental expenses for foreign students. The estimated nine-month cost for 2000–2001 is \$16,306 and is subject to change.

For more information, contact the Office of International Student Services, Seymour College Union, SUNY College at Brockport, Brockport, New York 14420; telephone (716) 395-5899.

## Graduate Students

Admission to graduate degree programs is handled individually by each department offering the master's degree or the Certificate of Advanced Study. For specific information on a graduate program, students may contact either the department directly or the SUNY Brockport Office of Graduate Admissions. The Graduate Catalog describing all programs and the Application for Admission to Graduate Study is available from the Office of Graduate Admissions, (716) 395-5465.

## Expenses and Fees

The following are approximate annual costs for attending the 2000–2001 academic year at the State University of New York College at Brockport. While certain charges such as tuition and fees are fixed, amounts shown for books, transportation, and personal expenses are estimated. All costs are subject to change without notice.

### Student Costs

	<b>NYS Resident</b>	<b>Out of State</b>
Tuition	\$ 3,400.00	\$ 8,300.00
Room and Board	6,200.00	6,200.00
College Fee	25.00	25.00
BSG Fee	170.00	170.00
Athletic Fee	190.00	190.00
Health Fee	150.00	150.00
Average Loan Fees	160.00	160.00
Books & Supplies	800.00	800.00
Transportation	120.00	120.00
Personal	1,176.00	1,176.00
Technology Fee	168.00	168.00
	<b>\$12,559.00</b>	<b>\$17,459.00</b>

### Optional Fees

Student Alumni Association Fee \$20.00

For part-time students (taking less than 12 credits), the costs are:

### New York State Residents

Tuition: undergraduate	\$137.00 per credit
graduate	213.00 per credit
College Fee	.85 per credit
BSG Fee	7.50 per credit
Athletic Fee (undergraduate only)	8.00 per credit
Health Fee	6.50 per credit
Technology Fee	
7.00 per credit	

### Out-of-state Residents

Tuition: undergraduate	\$346.00 per credit
graduate	351.00 per credit
College Fee	.85 per credit
BSG Fee	7.50 per credit
Health Fee	6.50 per credit
Technology Fee	7.00 per credit
Athletic Fee	8.00 per credit

### Special Fees

*Late Registration:* Each student permitted to complete registration after the scheduled registration period has ended must pay a \$30 late registration fee.

*Late Payment Fee:* Students who make payment to complete their registration after scheduled late registration periods are assessed a \$30 late payment fee.

*Breakage Fee:* Certain laboratory courses may require a non-refundable breakage fee.

*College Fee:* This mandatory fee applies to all students, regardless of class level or degree status.

*BSG Fee:* This mandatory fee applies to all students, regardless of class level or degree status.

*Health Fee:* This mandatory fee is a major source of support for the College's Health Service, which provides primary care to students through its out-patient clinic. Students enrolled for no courses on the Brockport campus will be automatically exempted from the fee. Students taking courses only evenings and weekends will be waived from the fee upon request to the Bursar's Office.

*Technology Fee:* The technology fee is used to enrich the educational experience at SUNY Brockport by addressing technology needs in campus-wide computing, remote network access, public computer labs, software currency, library automation, expanded automation of student services and extended availability. It is automatically waived for overseas academic programs.

*Returned Checks/Fees:* All dishonored checks returned to the Bursar's Office by the bank must be redeemed immediately in the Bursar's Office with cash, a money order, or a bank cashier's check. A handling charge of \$20 is assessed for all dishonored checks.

*Lost Keys Fees:* A \$5 fee is charged for each lost room key, in addition to the cost of replacing or modifying keys and lock mechanisms. A \$25 fee is charged for replacement of a dormitory front door key.

*Transcript Fee:* A \$5 fee is charged for each transcript prepared.

*Other Fees and Charges:* In addition to the specific charges and fees listed in this publication, SUNY Brockport reserves the right to establish and collect new fees or charges for services provided. Any new charges established will appear in the next printing of this publication.

### **Deferral of Payment**

The State University of New York policy provides for the deferral of payment of tuition, room, or board based on the receipt of financial aid from certain specific guaranteed sources of funding. The Financial Aid Office should be contacted at (716) 395-2501 regarding deferral of payment.

Students who receive assistance from the Veterans Administration and wish to defer payment on this basis should contact the Veterans Affairs Office at (716) 395-2315.

Students who have deferred a portion or all of their educational charges are billed by the Bursar's Office on or about the mid-point of the semester, when the deferred balance is due. Students who fail to respond to this billing will have all SUNY Brockport records and services blocked, and will not be able to receive grades, transcripts, register for another semester, or graduate until this financial obligation is satisfied. If a student still has not made payment at the end of the semester, his/her accounts are forwarded to the New York State Attorney General's Office for collection or to a private collection agency according to SUNY policy.

### **Deregistration/Blocking**

At the discretion of the College, students who do not comply with published tuition payment deadlines or who have other major obligations to the College may be deregistered—automatically dropped—from the courses for which they have registered prior to the new academic period. They may also be blocked from receiving College services such as registering for courses, receiving grades, official transcripts, and placement records.

### **Collection of Unpaid Debts**

The State University System Administration has authorized individual SUNY colleges to utilize private collection agencies to collect outstanding student obligations. The New York State Attorney General is also used to collect outstanding student obligations. Accounts referred for collection are subject to add-on fees, interest and court costs as appropriate.

### **Time Payment Plan**

At SUNY Brockport we offer two payment plans. The first has a four-month option. The second has a six-month option for a given semester.

Our Time Payment Plans are designed to assist those students who may find it difficult to pay the total semester bill by the first day of classes. The total semester bills are those educational costs (tuition, fees, room, and meal plan) due directly to the College which are not covered by financial aid.

1. The scheduled payment dates for the four-month plan are July 15, August 15, September 15, and October 15 for the fall semester and December 15, January 15, February 15, and March 15 for the spring semester.

The scheduled payment dates for the six-month plan are June 15, July 15, August 15, September 15, October 15, and November 15 for the fall semester and December 15, January 15, February 15, March 15, April 15, and May 15 for the spring semester.

2. The semester processing fee for the four-month plan is \$22.50. The semester processing fee for the six-month plan is \$35.
3. Amount of payment installments will be calculated by taking the total charges, adding the appropriate processing fee of either \$22.50 for the four-month plan or \$35 for the six month plan and deducting applicable financial aid awards. For example: Stafford Loan (subsidized or unsubsidized), Perkins Loan, Tuition Assistance Program (TAP), Pell Grant, Private Scholarships, etc. **PLEASE NOTE: Workstudy is not deferrable.** The balance is then divided by either four or six payments as appropriate.
4. Payment will be accepted by check, money order, Visa, MasterCard and Discover Card.
5. Late entry into either plan is possible and will require payment of the installments due at the point of entry.
6. Payment of scheduled installments is important. The College reserves the right to assess late payment fees of \$30 and/or not offer the Time Payment Plan privileges in cases where students have not paid the installments as scheduled. The late fee is assessed after the last scheduled installment.

### Refund Policy

*Tuition:* Students who receive permission to cancel their registration or drop courses for fall or spring semesters may be eligible for a refund of tuition in accordance with the following schedule:

1st week*	100%	4th week	30%
2nd week	70%	5th week	–0–
3rd week	50%		

\*The first week of classes is defined as the first seven calendar days of the semester. Semesters that begin during the week (e.g. Wednesday) are considered to have that first week end on the following Tuesday.

*Room Rental:* After a student has registered and occupied a room, there is no refund for the balance of that quarter (half semester).

*Food Service:* The Vice President for Student Affairs may authorize a student's withdrawal from the meal plan for medical reasons or for student teaching. Students who officially cancel their registration and students who move off campus may be eligible for a refund for any unused meal coupons.

## Financial Aid

SUNY Brockport awards financial aid based on need as determined by submission of the appropriate applications and documents. Brockport participates in both federal and state aid programs. To receive maximum consideration for all programs, an applicant must file the *Free Application for Federal Student Aid (FAFSA)*. The recommended filing date is February 15 for incoming or summer students and March 15 for all others. It is recommended to first file your federal tax return, if possible, and then file the FAFSA via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A separate *New York State Tuition Assistance Program (TAP)* application will be mailed to students if they have filed the FAFSA indicating they are New York state residents and listed at least one New York state school.

Students who apply for admission to the spring semester are encouraged to apply for financial aid as soon as possible to ensure that aid may be credited to the bill.

Program brochures and leaflets provided to you by the Financial Aid Office contain important information regarding financial aid and should be read by students and parents.

Students are offered aid in the form of a financial aid award letter. If the student does not wish to accept aid, it is the student's responsibility to decline the financial aid using the form included in the award letter mailing.

Students who have accepted aid are usually granted a deferral of payment against this aid on their semester bills. Credit granted toward payment of a semester bill must be paid in full by mid-semester or as otherwise specified on the deferral agreement. A deferral does not constitute payment of the bill. The student must ensure that proper restitution is made.

Financial aid must be applied for annually. All aid, with the exception of work study employment, is credited directly to the student's account. Financial aid cannot exceed the cost of attendance at SUNY Brockport. Financial aid over and above all obligations to Brockport will be refunded to the student after his/her obligations to the College are met.

### **Office Hours**

The Financial Aid Office is open Monday through Friday from 8 am until 5 pm. Summer hours are from 8 am until 4 pm. Individual appointments with advisors may be arranged for mornings. Advisors are available afternoons for walk-in service.

### **Federal Direct Lending Program**

The quality of SUNY Brockport's financial aid operation was recognized when this College was selected as one of only 104 schools nationwide to participate in the first year (1994–95) of the new Federal Direct Lending Program. This program allows loan monies from the Federal Stafford Loan Programs to be delivered from the federal government through Brockport directly to students, without the necessity of going through a separate lending agency.

### **Academic Standards and Financial Assistance**

Both the federal and state governments require students to meet certain basic standards of scholarship in order to be eligible for financial assistance. For a complete description of those standards, see "Academic Standards and Financial Assistance" in the Appendix.

### **STAR Center**

The Student Aid Resource Center or STAR Center was created in 1991 to offer financial services at a level beyond that of the typical financial aid office. This multi-media resource center is available to all SUNY Brockport students and applicants, as well as the local community free of charge. Materials are available in print, and software packages that are easy to use and understand. Five different modules or areas of information are available in the STAR Center:

- Scholarship Database/Information
- General Financial Aid Education
- FAFSA on the Web
- Educational Financial Planning or Early Financial Aid Awareness
- Budgeting and Financial or Debt Management for Current Students and Recent Graduates.

The materials in each module will assist students and parents with all facets of financing a college education.

## **Scholarships and Awards**

Scholarship support is more important than ever before as students and their families are asked to support an increasing portion of educational costs through tuition and fees. Although SUNY College at Brockport still provides one of the most affordable options for college education in

the region, state and beyond, the total cost to a full-time resident undergraduate student now exceeds \$12,000 a year, a substantial—and sometimes unaffordable—expense for many students and their families. SUNY College at Brockport has developed a number of new scholarships that are awarded on the basis of high school academic performance—high school average, rank in class, and SAT or ACT scores. The type and amount of the scholarship will be determined by the requirements in effect as of the semester of entry to the College.

**Distinguished Scholar in Residence:** Offered to entering freshmen who were either valedictorians or salutatorians of their high school graduating classes.

**Presidential Scholar in Residence:** Offered to freshmen and transfer students.

**Dean's Scholar:** Offered to freshmen.

Offers are made to eligible students as their applications are processed. Valedictorians and salutatorians are advised to include confirmation of their status with their applications as this information may not always be available to the Office of Undergraduate Admissions.

Full-time status and on-campus residency are required. Freshman scholarships may be received for up to four years and transfer scholarships for two years providing renewal conditions are met.

The generosity and support from all sectors of our community—alumni, corporations and foundations, emeriti, faculty, friends, families of students and staff—has continued Brockport's long tradition of providing a high-quality education. These private gifts continue to build the scholarship endowment and provide financial assistance to incoming and returning students across disciplines.

On an annual basis, more than 150 other grants and awards are made available to students helping offset the increasing costs of a SUNY Brockport education. The Brockport College Foundation Board of Directors and its Finance Committee manages the endowment with the assistance of professional investment advisors to secure positive growth and continued support of the Brockport educational experience.

Information about scholarships and awards for incoming students is available from the Office of Undergraduate Admissions, 350 New Campus Drive, Brockport, NY 14420-2915. Students currently enrolled can obtain information from the Office of the Vice President for Academic Affairs, 350 New Campus Drive, Brockport, NY 14420-2919.

