

ADMISSIONS *and* FINANCE



CHAPTER II

ADMISSIONS AND FINANCE

Undergraduate Admission Requirements	17
The Students We Seek	17
Freshman Admission	17
International Students	18
Academic Programs for the Most Successful Students	18
College Honors Program	18
Delta College	19
3-1-3 Program	19
The College Experience	19
Special Admissions Programs	19
Exceptional Talent Program	19
Transition Program	20
Educational Opportunity Program (EOP)	20
Transfer Admission	20
Joint Admission	21
Readmission	21
Second Baccalaureate Degree	21
Educational Opportunity Program (EOP)	22
Part-time Students	23
Adult Students	24
Graduate Students	24
Expenses and Fees	25
Tuition and Fees Increase	28
Financial Aid	28
Scholarships and Awards	29

UNDERGRADUATE ADMISSION REQUIREMENTS

THE STUDENTS WE SEEK

SUNY College at Brockport is committed to meeting a broad range of the post-secondary educational needs. 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 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, online at: www.suny.edu/student and the Office of Undergraduate Admissions at Brockport. Students are notified by SUNY Brockport 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 **(585) 395-2751**, or e-mail **admit@brockport.edu**.

FRESHMAN ADMISSION

Admission to SUNY Brockport is competitive. Only 46 percent of the freshman applicants for fall 2005 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.

Mid-year grades may be requested from some applicants after an initial review of their application. This will provide additional information about a student's academic record and will thus enable the admissions staff to make the best possible decision.

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.

SUNY Brockport considers International Baccalaureate (IB) students favorably during the admissions process. Students earning an IB diploma will be awarded a maximum of six credits for Higher Level IB courses with a score of 4 or higher. If a student does not have an IB

diploma, they will be awarded a maximum of six credits for Higher Level courses with a score of 5 or higher. (A maximum of 30 credits may be awarded for IB courses.) IB course credits may be used to fill General Education requirements. IB students are encouraged to consider applying to Brockport's Honors and Delta College programs.

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 firsthand.

INTERNATIONAL STUDENTS

SUNY Brockport welcomes international students to its 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 percent 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 full-time cost for 2001–2002 was \$18,335 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, USA; telephone **(585) 395-5899**.

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 91 high school average and SAT scores that exceed 1150. See page 73 for more information, or contact the director of the *College Honors Program* at SUNY Brockport, **(585) 395-5400**.

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 69 for additional information, or contact the director of *Delta College* at SUNY Brockport, **(585) 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 who meet regular admission standards may elect to continue at SUNY Brockport and, if they do, no additional application process is required. School districts currently participating include Brockport, Spencerport, Holley, 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 Vice Provost for Academic Affairs at the College, **(585) 395-2504**.

The **College Experience** allows high school seniors to register for one course per semester at the College through the Office of Undergraduate Admissions. 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 three current programs are **Exceptional Talent, EOP, and Transition**.

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 *Transition Program* is offered to a select group of applicants who do not meet the criteria for regular admission. Transition Program students are chosen because they are close to meeting the admissions criteria and, in the judgment of the Admissions Committee, have the potential to make a successful transition into the College's rigorous academic program. Students take GEP 120 *Self, College, and Career*, a supported (with tutorial) Knowledge Area course, and additional courses. A modified version of this program allows Transition Program students to enter Delta College.

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 22 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 2.5 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 2004 was 3.16. 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, page 73. In addition, transfer students who have earned a 3.75 or above are eligible for the Faculty Scholarship. For a complete description of this important opportunity, see page 29, 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 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 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 admissions office 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 and an application fee is required. 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 and then return need not apply for readmission. After the expiration of the leave, however, students who do not return in the next regular semester, must apply for readmission.

To be considered for readmission to the EOP program, applicants 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 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 2.5 GPA is required for admis-

sion 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 GPA 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 **(585) 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 **(585) 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 childhood, early childhood and adolescent teacher certification (excluding health science and physical education) must contact the Department of Education and Human Development at **(585) 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 **(585) 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:

- 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 78 high school average or above, 14 academic units, SAT—minimum total 800 (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 Office of Undergraduate Admissions 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 1,000 part-time undergraduate 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 must complete an application and be given permission to enroll in most courses offered at Brockport. An application fee is required. 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 (585) 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.

ADULT STUDENTS

The College defines an adult student as a student 25 years of age and older. Adult learners are welcome at SUNY Brockport in undergraduate degree programs, as well as professional development programs and online distance learning via the SUNY Learning Network. Aware of the competing demands of family, employment and community, the College allows the adult student to create viable options to make a college degree accessible for its several thousand adult students. Adults whose formal education has been interrupted for any length of time will find the specialists from Undergraduate Admissions, Financial Aid, Academic Advisement, Career Services, Counseling Center, Campus Life, and the Student Learning Center helpful and committed to student success at any age.

In addition, the Brockport Adult Student Organization is a service organization chartered by the Brockport Student Government whose purpose is to promote the general welfare of the adult student at SUNY Brockport. In doing so, BASO serves to provide a clear communication channel between the adult student and the College, to act as a unifying factor for the adult student's voice, to provide or assist in the provision of any service that would facilitate the part-time, full-time, matriculated or non-matriculated adult student's enrollment, and to provide opportunities for social interaction between the adult student and the College. Adult students are encouraged to be a part of the organization strictly in an effort to enhance the adult student's college experience, as well as their fellow students'. Students are invited to attend monthly meetings and spend time meeting fellow adult students in the BASO Lounge located in Room 209 in the Seymour College Union.

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, (585) 395-5465, or via e-mail at gradadmit@brockport.edu.

EXPENSES AND FEES

The following are approximate annual costs for attending the 2004–2005 academic year at SUNY 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

	NYS Resident	Out of State
Undergraduate Tuition	\$ 4,350.00	\$ 10,610.00
Room and Board	7,226.00	7,226.00
College Fee	25.00	25.00
BSG Fee	192.00	192.00
Athletic Fee	240.00	240.00
Health Fee	228.00	228.00
Average Loan Fees	119.00	119.00
Books and Supplies	900.00	900.00
Transportation	130.00	130.00
Personal	1,562.00	1,562.00
Technology Fee	228.00	228.00
	\$15,200.00	\$21,460.00

Optional Fees

Student Alumni Association Fee	\$20.00
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For part-time students (taking less than 12 credits), the costs are:

New York State Residents

Tuition: undergraduate	\$181.00 per credit
graduate	288.00 per credit
College Fee	.85 per credit
BSG Fee	8.00 per credit
Athletic Fee (undergraduate only)	10.00 per credit
Health Fee	9.50 per credit
Technology Fee	9.50 per credit

Out-of-state Residents

Tuition: undergraduate	\$442.00 per credit
graduate	455.00 per credit
College Fee	.85 per credit
BSG Fee	8.00 per credit
Health Fee	10.00 per credit
Technology Fee	9.50 per credit
Athletic Fee	9.50 per credit

Special Fees

Late Registration: Each student permitted to complete registration after the scheduled registration period has ended must pay a \$40 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 SUNY 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.

Late Add/Drop Fee: A \$20 fee assessed as part of the late add/late drop process.

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.

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 official 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.

Payment of Tuition, Fees, Room and Board

Students will receive monthly bills from the Bursar's Office. It is the student's responsibility to ensure that payment is received in the Bursar's Office by the payment due date in order to avoid late payment fees. Late fees of \$30 will be **assessed each month** that payment is not received when due. The College reserves the right to place holds on records and services, which will prevent students from receiving grades, transcripts, registering for another semester, or graduating until all financial obligations are satisfied.

Individual student account information is available through the online services of the SUNY Brockport home page. The students' ID and PIN are used to access this information. Students can review their account transactions and balance. It is recommended that this information be reviewed on a regular basis in conjunction with invoices issued by the Bursar's Office. College policies and procedures concerning payment of college charges are located on the "Bursar's Office section of the SUNY Brockport Web site at www.brockport.edu.

The general responsibilities of students include:

- Going online and "affirming enrollment and accepting financial responsibility" to reserve courses and accept all associated charges for each semester of attendance;
- keeping address information accurate and current on college records;
- completing all financial aid requirements for financial aid awards used to pay college expenses.

Installment Payment Plan

Our Installment Payment Plan is 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, that are not covered by financial aid. Contact the Bursar's Office at **(585) 395-2473** or access their Web pages at www.brockport.edu for details.

Refund Procedures

All tuition and fee refunds are effective on the date the adjustment is recorded in the Registrar's Office, or on the date of separation as recorded in the Separations Office. Undergraduate students who will be separating from the College must file the appropriate paperwork with the Separations Office.

Students dropping below full time or withdrawing from school who receive financial aid may have a portion of their refund returned to the program providing the aid. Additionally, financial aid funds actually given to students may have to be repaid in accordance with federal regulations. Details are available in the Financial Aid Office. Federal refund/repayment regulations mandate specific refund/repayment formula in these instances.

Tuition and Fee Refund Policy

The following is the refund policy established for Tuition, BSG, Athletic, Technology and Health Fees.

1st week	100 percent
2nd week	70 percent
3rd week	50 percent
4th week	30 percent
5th week	0

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. Actual examples of refunds are available in the Bursar's Office. Amounts less than \$5 are refunded by request only.

The College Refund Committee considers cases in which a student must withdraw or drop courses for reasons beyond his/her control and in cases of extreme financial hardship due to non-refund. Any petitions for refunds, along with supporting documentation, must be forwarded in writing to: Chair, College Refund Committee, SUNY College at Brockport, 350 New Campus Drive, Brockport, NY 14420. Any such petition should be made as soon as possible. No money is refunded unless petition for refund is made within one year after the end of the term for which the tuition was paid.

College Fee - The College fee is not refundable after classes have begun for the semester.

Room Refunds - Contact the Office of Residential Life **(585) 395-2122**.

Meal Plan/Easy Money Refunds - Contact Brockport Auxiliary Services Corporation (BASC) at **(585) 395-2570**.

If you still have questions that may not have been answered, please contact the Bursar's Office at **(585) 395-2473**.

Bills that are not paid or responded to by the due date are subject to a late payment fee of \$30. New York state law requires the assessment of interest on any amounts owing 36 days after the conclusion of the semester. If your account is referred for collection, either to a private collection agency or to the New York State Attorney General, additional amounts for collection commissions (22%) and legal costs may be added to your bill.

Affirm Enrollment and Accept Financial Responsibility

An enrolled student is defined as one who has registered for courses and accepted responsibility for all associated charges. The College refers to this as having **AFFIRMED ENROLLMENT AND ACCEPTED FINANCIAL RESPONSIBILITY**. Students are not required to submit payment in order to lock in their course registration schedule. Whether the student registers online, in person, by mail, or by fax, **ALL** students are required to go online and "affirm enrollment and accept financial responsibility" to lock in the course schedule. Course schedules will be reserved until a published deadline in the Course Registration Schedule. If students have not affirmed enrollment and accepted financial responsibility by the published deadline, the course schedule will be cancelled. Registration activity after the deadline will be subject to appropriate late fees.

Canceling Enrollment and Declining Financial Responsibility

Students who have registered for courses, affirmed enrollment and accepted financial responsibility must drop these courses prior to the start of classes to avoid financial responsibility. Procedures for dropping classes are published in the Schedule of Classes each semester and are on the College Web site at www.brockport.edu. Not attending does not constitute a drop or withdrawal from a course.

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.

TUITION AND FEES INCREASE

Tuition for SUNY colleges and universities are set by New York state and are not under the control of this College. Personal expenses are estimated. Therefore, the costs listed in the catalog under “Expenses and Fees” are the College’s best estimate at the time the catalog was published. Tuition and fees are subject to change without notice.

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 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. After the FAFSA is filed, New York state residents may follow the link or log on to www.hesc.com to file their Tuition Assistance Program (TAP) application.

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.

Students are offered aid in the form of a financial aid award letter. Students must access our Web site at www.brockport.edu to accept their awards.

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 10 am until 5 pm. Summer hours and Intersession hours are from 9 am until 4 pm. Individual appointments with advisors may be arranged for mornings. Advisors are available afternoons for walk-in service beginning at 12:30 pm each day.

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 via software packages that are easy to use and understand. Modules or areas of information available in the STAR Center include:

- Scholarship Database/Information
- General Financial Aid Education
- FAFSA on the Web
- Educational Financial Planning/Early Financial Aid Awareness
- Budgeting and Financial Debt Management for Current Students and Recent Graduates
- Software to Assist with Federal Income Tax Preparation

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 increasing educational costs. Although SUNY Brockport 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 \$15,900 a year, a substantial expense for many students and their families. Through the Extraordinary Academic Scholarship Program, SUNY Brockport awarded more than 1.5 million dollars in 2004-2005 to extraordinary students for excellence in the classroom. The Extraordinary Academic Scholarship Program has assisted thousands of high caliber freshman and transfers in realizing their academic potential. The Extraordinary Academic Scholarships are based on high academic performance—high school average, rank in class, and SAT and ACT scores. Transfers need to have junior standing (54 credits) and a minimum cumulative GPA of a 3.75. 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 Scholarship in Residence: Offered to entering freshmen who were either valedictorians or salutatorians of their high school graduating classes

Presidential Scholarship in Residence: Offered to freshmen

Deans Scholarship in Residence: Offered to freshmen

Faculty Scholarship: Offered to transfers

Scholar Recognition Award: Offered to out-of-state freshmen

There is no separate application for the Extraordinary Academic Scholarships listed above. Offers are made automatically to eligible students as their admission 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 is required for all Extraordinary Academic Scholarships and on-campus residency is required for most of the Extraordinary Academic Scholarships. Freshman receiving Extraordinary Academic Scholarships may receive them for up to four years and transfer student scholarships are available for up to two years providing renewal conditions and criteria are met.

The generosity and support from all sectors of our community—alumni, corporations and foundations, emeriti, faculty, families of students, and staff—has continued SUNY 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.

More than 200 other grants and awards are made available annually to entering freshman and transfers, international students, and current students. This has helped 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 extraordinary Brockport educational experience. The Foundation's Board of Directors determines award amounts annually based on performance of investments.

Students should contact the College's Scholarship Office, 119 Rakov Center, 350 New Campus Drive, Brockport, NY 14420-2919, or call **(585) 395-5414**, for information about scholarships and awards for incoming students.