



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

**POLICY TITLE: Billing Statements (Billing, Refunds, Collection, Write-offs Policy for Tuition, Fees, Other Charges)**

**OVERVIEW:** The College at Brockport will generate electronic billing notification to students with an outstanding balance of \$5 or more.

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of Student Accounts and Accounting Services

**DATE UPDATED:** August 2011

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**Billing Statements (Billing, Refunds, Collection, Write-offs Policy for Tuition, Fees, Other Charges)**

Electronic billing statements (eBills) are produced on a monthly basis for any student with an outstanding balance of \$5 or more. Students receive notification via their Brockport e-mail address whenever a new eBill is available. If the student chooses to designate an authorized user(s), that user will receive eBill notification via the e-mail address listed for them by their student. Students can also choose to receive a cell phone TXT message alerting them to the availability of a new billing statement.

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Students are responsible for full payment of their student account. Students can view any account activity that has occurred since the time their last eBill was generated by logging into QuikPAY via Web Banner and selecting the “View Accounts – Account Status” option.

Link to SUNY Policy: [http://www.suny.edu/sunypp/documents.cfm?doc\\_id=390](http://www.suny.edu/sunypp/documents.cfm?doc_id=390)