Tuition, Fees and Financial Assistance

Financial Aid Office
Rakov Center for Student Services
CHAPTER V
TUITION, FEES AND FINANCIAL ASSISTANCE

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**Office of Student Accounts**

The Office of Student Accounts (OSA) is responsible for administering a variety of cashier, billing and collection functions, including processing tuition and fee payments; establishing College-approved payment plans; disbursing student refund checks; processing (certain) loan, scholarship, grant and other awards; and counseling students regarding general financial matters. The Office of Student Accounts is located on the second floor of the Rakov Center for Student Services, and is open weekdays from 8 am – 5 pm during the academic year, and from 8 am – 4 pm during the summer. Students may contact the Office of Student Accounts at bursar@brockport.edu or (585) 395-2473.

**Tuition and Fees**

Matriculated graduate students pay the graduate student rate regardless of the level of the course(s) taken. Non-degree status (non-matriculated) students with a baccalaureate degree who are:

a. taking 11 or fewer credits of undergraduate courses, will be charged the appropriate undergraduate rate; or

b. taking 11 or fewer credits of graduate courses, will be charged the appropriate graduate rate; or

c. taking 12 or more credits of either undergraduate or graduate or both types of courses, will be charged the appropriate undergraduate rate for the undergraduate courses, and the appropriate graduate rate for the graduate courses, with a current (2009) minimum of $2,485 and a current (2009) maximum of $4,185 per semester for New York state resident students, and a current (2009) minimum of $6,435 and a current (2009) maximum of $6,625 per semester for non-resident students. These amounts are subject to change.

For billing purposes, certification graduate students are those non-degree status (non-matriculated) students who are seeking New York state teacher certification, but who are not enrolled in a master’s degree program. This designation includes:

1. persons who have completed baccalaureate degrees and wish to complete the additional course work required for provisional or initial teacher certification; and

2. persons who hold teaching certificates and wish to complete the requirements for certification in additional areas/levels of teaching.

Provisional or initial certification graduate students pay according to the level of the course. Permanent or professional certification graduate students pay the graduate student rate regardless of the level of course(s) taken.

**Tuition and Fee Increases**

Determining annual tuition charge amounts is the responsibility of the State University of New York; The College at Brockport does not establish or create tuition amounts. All charges, including tuition and fees, are subject to change without notice.

**Eligibility to Receive New York State Residency Status (In-State Tuition)**

Eligibility to receive New York state residency status for tuition purposes is based upon proof that the student has established a permanent domicile (residence) in New York state for a period of at least 12 consecutive months prior to the term of enrollment. All other persons shall be presumed to be out-of-state residents for tuition purposes. More than one factor contributes
to eligibility for New York state tuition status; residency appeals for students who do not meet all required criteria will not be granted. It is important to note that a person does not acquire a New York state domicile only by being physically present in New York, and/or by being physically present in New York state for the sole purpose of attending a New York state campus.

All “New York State Residency Status for Tuition Billing Purposes” applications must be received prior to the start of the semester for which the student is applying for in-state residency status. Failure to submit an application by that date will result in full liability for tuition at the non-resident tuition rate.

More information can be found at [www.brockport.edu/bursar/nys-tuition-status/index.htm](http://www.brockport.edu/bursar/nys-tuition-status/index.htm).

**STUDENT COSTS (based on 2009 charges)**

The following chart represents estimated annual costs for attending the 2009-2010 academic year at The College at Brockport. All charges, including tuition and fees, are subject to change without notice. Amounts representing book, transportation, and personal expenses as shown below are estimated; actual totals may vary.

<table>
<thead>
<tr>
<th></th>
<th>NYS</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$8,370.00</td>
<td>$13,250.00</td>
</tr>
<tr>
<td>Room and Board</td>
<td>9,200.00</td>
<td>9,200.00</td>
</tr>
<tr>
<td>College Fee</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>BSG Fee</td>
<td>192.00</td>
<td>192.00</td>
</tr>
<tr>
<td>Student Health Center Fee</td>
<td>271.00</td>
<td>271.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>289.00</td>
<td>289.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>400.00</td>
<td>400.00</td>
</tr>
<tr>
<td>Personal</td>
<td>1,614.00</td>
<td>1,614.00</td>
</tr>
<tr>
<td>Average Loan Fees</td>
<td>28.00</td>
<td>28.00</td>
</tr>
</tbody>
</table>

**New York State Residents—Part Time**

<table>
<thead>
<tr>
<th></th>
<th>NYS</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$349.00 per credit</td>
<td>$552.00 per credit</td>
</tr>
<tr>
<td>College Fee</td>
<td>.85 per credit</td>
<td>.85 per credit</td>
</tr>
<tr>
<td>Brockport Student Government Fee</td>
<td>8.00 per credit</td>
<td>8.00 per credit</td>
</tr>
<tr>
<td>Student Health Center Fee</td>
<td>11.29 per credit</td>
<td>11.29 per credit</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>12.04 per credit</td>
<td>12.04 per credit</td>
</tr>
</tbody>
</table>

**Out-of-State Residents—Part Time**

<table>
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<tr>
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<td>12.04 per credit</td>
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</tr>
</tbody>
</table>

All charges, including tuition and fees, are subject to change without notice. Consult the Office of Student Accounts Web page at [www.brockport.edu/bursar](http://www.brockport.edu/bursar) for the most current tuition and fee rate information.
Mandatory and Miscellaneous Student Fees

Administrative/Late Payment Fee: Administrative and/or late payment fees will be assessed on a monthly basis for any student who fails to pay his/her account in full by the stated payment deadline, or if the student subsequently re-registers for courses after s/he has been removed from his/her schedule.

Alumni Fee: The Alumni fee grants students membership to one of the largest organizations on campus. The Student Alumni Association offers a wide range of programs and services for Brockport students. The Student Alumni Association also sponsors and co-sponsors special events on campus throughout the year. The Alumni fee is assessed each semester; students may “opt out” by following the instructions located at www.brockport.edu.

Art Fees: Some art courses may assess a fee to cover the cost of materials consumed in the preparation of artwork; generally, the fee will be assessed in courses in which the student retains the finished artwork.

Athletic Fee: This fee supports intercollegiate athletics events conducted by the Intercollegiate Athletics Department. The Athletic Fee is assessed to undergraduate students only; it is not charged for overseas academic programs, the Washington Program or the Albany internship program. The Athletic Fee is mandatory for all students; it is not “usage-based”.

Bookstore Charges: Charges for certain items purchased at the College Bookstore may be assessed to the student’s account if the student has authorized federal financial aid funds available. Federal financial aid funds may be used to purchase books and course-specific supplies (that is, required supplies as detailed on the student’s course syllabus) only. If an eligible student completes the “Title IV Authorization” process, a charge totaling the cost of the course-related books and supplies purchased will be assessed to the student’s account. The purchase of other items (e.g., clothing, food, supplies not found on the course syllabus) cannot be charged to the student’s account. This option is available only until the end of the third week of classes, and is not available for online textbook purchases. The student must complete a “Title IV Authorization Form” in order to participate. After the third week of classes, the student must remit payment directly to the Bookstore for the purchase of any books/supplies.

Brockport Student Government (BSG) Fee: This Brockport Student Government fee is mandatory for all students regardless of class level or degree status; the fee was created and voted upon by students. The BSG Fee supports the programs and activities sponsored by the Brockport Student Government, including club organizations, the Stylus, the College’s radio station, and representation of the student body on various campus committees.

Campus (Student) Health Center Fee: The Campus Health Center Fee supports the Campus Student Health Services Center, as well as a number of health and wellness programs conducted for the benefit of students. The Campus Health Center fee is not health insurance, nor is it usage-based. The fee is mandatory for all students; only those part-time students whose classes are held exclusively at off-campus locations, or part-time students for whom all classes are scheduled after 5 pm, may apply for a fee waiver. By College policy, students who may qualify for a waiver must provide a written waiver request within the same term as the fee has been assessed, for example, a request to remove a fall term charge must be received within that same fall term. Waiver requests received after the last day of the term will not be considered.

Campus Health Center - Miscellaneous Service Charges: A student may incur additional charges (not covered by the standard “Campus Health Center Fee” outlined above) for services rendered by The Campus Health Center. If the student completes the “Title IV Authorization” process, these miscellaneous charges may be assessed to the student’s account if the student requests it. Examples of possible miscellaneous charges include, but are not limited to, medication dispensed, fees for testing, and medical equipment (i.e., crutches, knee braces, etc.). Inquiries regarding miscellaneous fees assessed by the Campus Health Center should be directed to (585)395-2414.

Clinical Insurance Fee: This fee covers the cost associated with professional insurance required for any student participating in a clinical affiliation (as part of a formal College at Brockport course).
Examples of clinical affiliations include, but are not limited to, practicum(s) in health sciences, recreation and leisure studies, social work, nursing and psychology.

**College Fee:** The College Fee is assessed to all students, regardless of class level or degree status. Per SUNY regulation, the fee will not be refunded under any circumstance, even if the student withdraws from all courses. The College Fee is mandatory for all students; it is not “usage-based”.

**Commencement Fee:** The Commencement Fee is used to offset expenses associated with the College’s commencement ceremonies. The fee is assessed to any student who has achieved required credits (within 30) of the minimum number of credits needed to graduate. This fee is not associated with the cost of a cap and gown, nor is it dependent on ceremony participation. The Commencement Fee is mandatory; it is not “usage-based”.

**Communication (CMC) Broadcast Fees:** These fees cover the cost of required audio and videotapes used during laboratory course work.

**Installment Payment Plan Fee:** The Installment Payment Plan is designed to assist those students and their families who may find it difficult to pay the total semester bill by the bill due date. A $35 non-refundable service charge will be assessed to the student account for each semester the student wishes to participate. Students must submit a completed application each semester to participate in the Installment Payment Plan.

**Laboratory Breakage Deposit:** A refundable deposit that is required for students taking certain chemistry courses where laboratory glassware is assigned to students. Students must also check out of their lab locker to receive a refund, if applicable. Refunds are issued after a term has ended at the request of the department.

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

**Late Registration:** Each student permitted to complete registration after the scheduled registration period has ended must pay a $40 late registration fee and a $20 late add fee.

**Lost Keys Fees:** A $5 fee is charged for each lost room key; the student will also be responsible for the full cost of replacing or modifying keys and lock mechanisms. An additional $25 fee will be charged for replacement of a dormitory front door key.

**Parking Fee:** A valid Parking Permit is required to park on the College campus. Students may purchase a Parking Permit via the Parking Services’ Web page. If the student completes the “Title IV Authorization” process, the charge for the Parking Permit may be assessed to the student’s account if the student requests it.

**Returned (NSF) Checks/Fees:** If any check (paper or electronic/ACH) remitted to the College is returned by a bank (“bounced” check), a $20 returned (NSF) check charge will be assessed to the student’s account, regardless of who wrote the check/owns the checking account. In addition, a hold will be placed on the student’s account; the hold will remain until such time that full payment, including the $20 penalty, has been received and cleared by the College’s bank. Note that the College is unable to accept personal checks (regardless of checking account owner) in payment of a dishonored (“bounced”) check.

**Technology Fee:** The technology fee is used to enrich the educational experience at The College at Brockport by addressing technology needs in campus-wide computing, remote network access, public computer labs, software currency, library automation and greater access to online library databases, greater access to the World Wide Web, more state-of-the-art classrooms, expanded automation and extended availability of student services and regularly upgraded equipment for The College’s computer labs. The Technology Fee is mandatory for all students; it is not “usage-based”.

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

**Transportation Fee:** The Transportation Fee is used to defray the cost of the campus’s bus shuttle contract (Rochester-Genesee Regional Transportation Authority). The Transportation Fee is assessed to undergraduate students only, regardless of living on- or off-campus; the fee is mandatory and is not usage based. Note: the Transportation Fee is not assessed to students participating in overseas academic programs.
Other Fees and Charges: In addition to the specific charges and fees listed in this publication, The College at 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.

Affirming Enrollment and Accepting Financial Responsibility

An enrolled student at The College at Brockport is defined as one who has registered for courses and has accepted responsibility for payment of all associated charges. The College refers to this as Affirming Enrollment and Accepting Financial Responsibility. Each semester, students must indicate their commitment by affirming their enrollment (via the “Online Services” link located at www.brockport.edu on or before the affirm deadline; in doing so, the students are verifying their agreement to pay all charges associated with their student account by the payment deadline (first day of class). Students who do not affirm their enrollment by the affirm deadline will be removed from their courses to maximize seating space in classes for other students. Administrative and/or late payment fees will be assessed if students fail to pay their account in full by the payment deadline, or if students subsequently re-register for courses after they have been removed from their schedule. Students must affirm their enrollment and accept financial responsibility after registering each semester on or before the affirm deadline published online in the Course Schedule at www.brockport.edu/registrar.

Course schedules will be reserved until a published deadline available in the Course Schedule at www.brockport.edu/registrar. 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 Course Schedule each semester on the Web at www.brockport.edu/registrar. Failure to attend a registered course without submitting an official drop or withdrawal will result in a failing grade in the course.

Billing Statements

Billing statements are produced on a monthly basis for any student with an outstanding balance of $5 or more. Billing statements are mailed via US mail to the address provided by the student. If the student does not provide a specific billing address, the bill will be mailed to the student’s permanent address of record.

Students may access their most recent billing activity, including total amount due and payment options, at any time by visiting www.brockport.edu/bursar/bill-pay-refund/index.htm and following the links provided. The College recommends that students discuss online payment capabilities with any individual who will be remitting payment on the student’s behalf. All students are issued a log-on and PIN exclusive to their online account. Parents or other parties may remit payment online using the invoice number listed on the student’s billing statement. Students are encouraged to review their online student account on a regular basis to ensure compliance with The College at Brockport payment policies and deadlines, and to share that information with parents if appropriate. New charges (e.g., parking fines, library fines, etc.) may be assessed at any time during the semester, and it is solely the student’s responsibility to remit payment according to the payment deadline listed on the billing statement. Failure to do so may result in a $30 per month administrative late payment and/or late payment fee.
If the student’s billing address changes, the student must update his/her record immediately via the “Online Services” link located at www.brockport.edu to ensure receipt of the monthly billing statement and other important student account-related information. If the student fails to update his address, and as a result, does not receive a billing statement, the student will remain liable for compliance with all payment deadlines and penalties, including late fees and collection proceedings.

**METHODS OF PAYMENT**

The College offers several payment methods to assist students. For the convenience of our families, the College recommends using the online Web payment option to pay via electronic check or credit card (access “Online Services” at www.brockport.edu). There is no charge for electronic payment options. Electronic checks may be accessed through non-investment checking accounts (only). If the student prefers to mail payment via personal or certified check, the check should be made payable to The College at Brockport and mailed to The College at Brockport, Attn: Office of Student Accounts, 350 New Campus Drive, Brockport, NY 14420. The student’s Brockport (Banner) ID number must be included on any payment or other correspondence; the term for which payment is remitted should be noted as well. A complete listing of payment options can be found at www.brockport.edu/bursar/bill-pay-refund/bill-payment.htm.

**Installment Payment Plan**

For those students who prefer the convenience of equal monthly payments, The College offers the option of an installment payment plan. Payment for either fall or spring term may be remitted in four equal payments due on the fifteenth of the month. Installments for the fall term begin in July and conclude in October; for the spring term, installments begin in December and conclude in March. A non-refundable $35 plan participation fee is due with the first installment. Visit www.brockport.edu/bursar/bill-pay-refund/paymentplan.htm for further details regarding Brockport’s installment payment plan.

**APPLICATION OF FINANCIAL AID TO STUDENT ACCOUNTS**

As financial aid awards are disbursed by lenders, the Office of Student Accounts will distribute the funds to individual student accounts as appropriate based on federal and state guidelines. Those students who anticipate that the application of financial aid funds may result in an overpayment of their account are encouraged to select the “direct deposit” refund option. Direct deposit allows any tuition overpayment refund to be deposited directly into the student’s personal bank account allowing them to access funds in the most efficient manner. Note that in order to participate, the student must be listed as the owner or co-owner of the bank account. Students may access the “direct deposit form” via the forms link at www.brockport.edu/bursar.

If a student does not select direct deposit, tuition overpayment refund checks will be mailed via U.S. mail to the address provided by the student.

**Note:** Federal Law dictates that those financial aid recipients who drop below full-time enrollment or withdraw from all classes may be required to return all/a portion of their (federal, state and/or institutional) financial aid awards. If, prior to withdrawal, the student received an overpayment refund based on financial aid fund received, all or a part of that amount may be returned as well. In these cases, the student’s account will be charged an amount equal to the total funds returned to the lender(s) by The College at Brockport. Contact the Financial Aid Office for further information.

**ACCOUNT HOLDS**

SUNY policy mandates that a hold be applied to any student account wherein a delinquent account balance exists. This hold bars the student from receiving current and future course
registration privileges, and prevents the release of transcripts and/or diploma(s). The hold cannot be appealed, and will remain in effect until the outstanding balance (or other requirement) has been fulfilled. Additional information is available at www.brockport.edu/bursar/bill-pay-refund/holds.htm.

**FAILURE TO REMIT PAYMENT AND COLLECTION OF UNPAID DEBTS**

New York state law mandates that any account may be forwarded to a private collection agency or the New York State Attorney General's Office to recover the amount owed plus interest, collection fees and other costs. The failure to pay this debt in full by the due date will result in the assessment of interest if the account is transferred to a collection agency or the New York State Attorney General's Office. Interest will be assessed from the presumed receipt of the first invoice, which is five days after mailing, at the corporate underpayment rate minus 2 percent set by the Commissioner of Taxation and Finance. Interest will be compounded daily on the principal balance, which is set forth in the billing statement/invoice. To avoid the assessment of interest or late fees, students should pay the amount requested in full by the due date. In addition, should the student fail to pay the debt within 90 days of the presumed receipt of the first invoice, a collection fee equal to 22 percent of the amount then due, including interest, may be added to the amount the student owes. Students may contact the Office of Student Accounts to obtain the date of the first invoice.

**ACCESS TO ACCOUNT INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any information concerning a student other than the student's name, address, phone number, graduation date, degree(s) awarded and major to anyone, including a parent. Student account statistics (e.g., charges, payments, etc.) can only be disseminated to the student, regardless of who has remitted payment for that account (e.g., parent or grandparent), unless the student has completed, signed and returned the “Consent to Release Student Information” (FERPA) form. This form remains in effect until rescinded by the student in writing. More complete information concerning FERPA policies is available on the Web at www.brockport.edu/policies.

**TUITION AND FEE REFUND POLICY**

All tuition and fee refunds are effective on the date the adjustment is recorded in the Office of Registration and Records. 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 Refunds** – The SUNY Board of Trustees has established the refund policy for tuition for full semester (15-week) semester course(s) dropped as per the refund schedule below.

- first week: 100% refund
- second week: 70% refund
- third week: 50% refund
- fourth week: 30% refund
- fifth week: no refund

The College’s Tuition Refund Committee considers only cases in which a student has withdrawn or dropped courses for reasons beyond his/her control (extenuating circumstances). The Committee will only consider appeals written and submitted by the student; appeals submitted by someone other than the student (e.g., parent, guardian, sibling, etc.) will not be considered.
Appeals should fully explain the extenuating circumstances and include supporting documentation. Appeals for medical exemptions must include supporting documentation (e.g., memo on office letterhead from medical professional(s), copy of illness or accident report(s), etc.). Receipts for medical treatment are not acceptable forms of documentation. Appeals involving the death of an immediate family member should include a copy of the death certificate. The appeal must be received no later than one year from the last day of the term for which the tuition requested to be refund was paid to the University. All tuition, Brockport Student Government (BSG), health, athletic and technology fees or pro-rated room refunds are effective on the date the withdrawal(s) is recorded in the Office of Registration and Records. Completed appeals, including all supporting documentation, must be submitted in writing to: Chair, College Refund Committee, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420.

**Fee Refunds** – The Brockport Student Government (BSG), health, athletic and technology fees may be refundable as indicated in the tuition refund schedule.

*NOTE: The mandatory student health insurance policy is not refundable after the waiver deadline date. Students who withdraw from the College will still be covered by the policy until the policy expiration date. Per SUNY policy, the College Fee is not refundable under any circumstances once classes for the semester have commenced.*

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 Office of Student Accounts. Amounts less that $5 are refunded by request only.

For information regarding:

- **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.

Bills that are not paid or responded to by the due date are subject to a late payment fee of $30 per month. New York state law requires the assessment of interest on any amounts owing 36 days after the conclusion of the semester. If a student’s 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 percent) and legal costs may be added to the student’s bill.

### Financial Aid

The College at 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 that students first file their federal tax return, if possible, and then file the FAFSA via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). After the FAFSA is filed, New York state residents may follow the link or log on to [www.hesc.com](http://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 the Financial Aid Office’s Web site at [www.brockport.edu/finaid](http://www.brockport.edu/finaid) 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 Federal College Work-Study employment, is credited directly to the student’s account. Financial aid cannot exceed the
cost of attendance at The College at 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 and Intersession 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 beginning at 12:30 pm each day.

**Federal Direct Lending Program**

The quality of The College at 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.

**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 College at Brockport students and applicants, as well as to 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 Information
- 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.

**FINANCIAL ASSISTANCE AND ACADEMIC STANDARDS FOR GRADUATE STUDENTS**

**New York State Financial Assistance Tuition Assistance Program (TAP)**

All students who are matriculated, legal residents of New York state and are full time or have equivalent full-time status are eligible to apply for assistance under the Tuition Assistance Program. Graduate students applying for or receiving an assistantship must complete a TAP application each academic year.

For purposes of TAP eligibility, full time is normally defined as 12 graduate credits. Those students who are graduate assistants, research assistants or are working on thesis research should contact the TAP Clerk in the Office of Student Accounts for details regarding equivalent full time status for TAP eligibility. Students who are at least half time and who have a documented disability on file at the Office for Students with Disabilities may be eligible for a part-time TAP award. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for...
TAP. If the FAFSA is electronically processed on the Web, students will be directly transferred to the TAP application Web site. Students should complete this page and click “Submit.” If a student does not complete the form or is not transferred to the TAP Web site, the student should visit the New York State Higher Education Services Corporation (NYSHESC) Web site at www.hesc.com and click on “Students,” then “Apply for TAP.” FAFSA forms are available in January for the next academic year. Awards range between $75 and $550 per year. Students must reapply each year. Students are advised that continued eligibility for TAP awards requires that students maintain Good Academic Standing.

**FEDERAL FINANCIAL ASSISTANCE PROGRAMS**

To be considered for federal financial aid programs, students must complete the *Free Application for Federal Student Aid* (FAFSA) and must be matriculated. The FAFSA form may be filed on the Web at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Applications should be filed by March 15 for consideration for an award for the next academic year.

**Federal College Work-Study Program (CWSP)**

This program offers jobs to matriculated students demonstrating financial need and desiring to work. Positions are available in almost every department and administrative office. Every effort is made to correlate the job with the student’s interest and schedule.

**Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant Program**

The Federal TEACH Grant provides up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

The recipient must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. As a recipient of a TEACH Grant, a student must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. **IMPORTANT:** if the recipient fails to complete this service obligation, all amounts of TEACH Grant funding received will be converted to a Federal Direct Unsubsidized Stafford Loan.

The TEACH Grant was available for the first time beginning with the 2008-2009 academic year. To be eligible the student must complete the FAFSA (although the student does not have to demonstrate financial need); be a US citizen or eligible non-citizen; be enrolled as an undergraduate, post-baccalaureate, or graduate student in a postsecondary educational institution; be enrolled in course work that is necessary to begin a career in teaching or plan to complete such course work; meet certain academic achievement requirements (generally, scoring above the 75th percentile on one battery of a college admissions test or maintaining a cumulative GPA of at least 3.25); and sign a TEACH Grant Agreement to Serve. Further information on the TEACH Grant can be found at [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov).

**William D. Ford Federal Direct Loan (Subsidized and Unsubsidized Stafford Loans)**

These federal loans are for matriculated students who are enrolled at least half time (six credits). They have a low fixed interest rate and repayment begins six months after the student graduates or falls below half-time enrollment. The two types of Federal Stafford Loans are subsidized and unsubsidized. The US Department of Education pays the interest that accrues on the subsidized loans while the borrower is enrolled for at least six credits and during their grace period. In order to be eligible for the subsidized loan the student must show financial need. The unsubsidized version is not need based and interest does
accrue during in-school periods. Apply yearly by filing the FAFSA during the spring to ensure funds for the fall. No separate application is required.

**Federal Direct Graduate PLUS Loan**

Federal Direct Graduate PLUS loans are available to graduate students who wish to obtain a loan to assist with the cost of education. The loan approval is based on the borrower’s credit history. This loan has a fixed interest rate and repayment begins 60 days after the last disbursement date. Payment of this loan may be deferred by completing a separate application with the US Department of Education. The borrower must fill out the FAFSA and complete an institutional request form to apply.

**Federal Perkins Loan**

The Federal Perkins Loan is a low-interest (5%) loan for matriculated students with exceptional financial need. Repayment of the loan begins nine months after the student graduates or falls below half-time enrollment.

**ACADEMIC STANDARDS**

Both the federal and the state governments require that students meet certain basic standards of scholarship in order to remain eligible for financial assistance. These standards have to do with how many credits students attempt each semester, how many credits they accumulate, and the grade point average they attain while doing so. **Please note carefully that the federal and the state government standards are not identical.** This means that students must pay attention to two slightly different sets of rules, depending on whether they are receiving federal Title IV aid — Stafford Loans (Guaranteed Student Loans), College Work Study, Perkins Loans (National Direct Student Loans) — or state aid such as TAP.

In most cases, if a student is moving steadily along toward a degree, the student is probably in no danger. Students must beware of the state’s “Pursuit of Program” requirement, however, which insists that students complete a certain number of credits each semester. This can surprise a perfectly satisfactory student who drops below the required minimum in a semester, for reasons that have nothing to do with being in academic difficulty. There is one significant difference between the two standards that students should know. State standards require that the College evaluate the progress of state aid recipients at the completion of each semester, while progress according to federal standards is evaluated each academic year, at the end of the spring semester.

**STATE-ESTABLISHED ACADEMIC STANDARDS FOR NEW YORK STATE FINANCIAL AID**

**Grants, Scholarships and Special Awards**

A. Full-time Awards:
   - Tuition Assistance Program (TAP)
   - Persian Gulf Veterans Tuition Awards
   - Vietnam Veterans Tuition Assistance Program (VVTA)
   - Military Service Recognition Scholarship (MSRS)
   - NYS Math & Science Teaching Incentive Scholarship

B. Part-time Awards (special requirements apply in some instances):
   - Persian Gulf Veterans Awards
   - Vietnam Veterans Tuition Assistance Program (VVTA)

Students who receive New York state financial awards are required to maintain good academic standing in order to remain eligible. The State Education Department, for these purposes, defines a student in good academic standing as one who (1) pursues the program of study in which the
student is enrolled (Pursuit of Program); and (2) makes satisfactory academic progress toward the completion of the student’s program requirements (Satisfactory Academic Progress). These are defined as follows:

**Pursuit of Program**

State regulations define program pursuit as receiving either a passing or a failing grade in a certain percentage of a full-time course load. The percentage increases from 50 percent of the minimum full-time load in each semester of the first year of award (six credits each semester), to 75 percent each semester of the second award year (nine credits each semester), to 100 percent each semester of the third and fourth award years (12 credits each semester). In general, graduate students are expected to complete 100 percent, 12 credits, starting with the first semester of a graduate program. Students who fail to meet these standards become ineligible to receive an award during the succeeding semester and remain ineligible until good standing is regained. (For details on regaining eligibility or waiving eligibility standards, see below.) Generally, the State Education Department will accept any grade that indicates that the student attended the course for the entire semester and completed all necessary assignments. By these standards, both passing and failing grades are acceptable. However, “W” (Withdrawal) grades are not acceptable. Grades of “I” and “PR” are acceptable because they are automatically changed to either a passing or failing grade before the completion of the succeeding semester or within a specific period of time.

**Satisfactory Academic Progress**

Satisfactory Academic Progress is defined both in terms of the number of credits completed and the grade point average attained at the end of a given semester. To remain eligible for awards, students must meet the following minimum standards: (Special conditions apply for part-time student awards.)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Accumulated Toward Graduation Prior to Semester</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>.00</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>2.50</td>
</tr>
<tr>
<td>4</td>
<td>21</td>
<td>2.75</td>
</tr>
<tr>
<td>5</td>
<td>30</td>
<td>3.00</td>
</tr>
<tr>
<td>6</td>
<td>45</td>
<td>3.00</td>
</tr>
<tr>
<td>7</td>
<td>60</td>
<td>3.00</td>
</tr>
<tr>
<td>8</td>
<td>75</td>
<td>3.00</td>
</tr>
</tbody>
</table>

As shown in the above table, full-time students are not expected to have earned college credits in order to be eligible for their first award payment. For the second payment, a graduate student must have earned six credits toward graduation, with a GPA of 2.00 or better; for the third, to have completed 12 credits with a cumulative GPA of 2.50; and so on. Grades of “I” and “PR” are not counted toward either completion rate or GPA until they are changed to a passing or failing grade.

* These standards apply only to students who received their TAP award in September 1981 or later. Students who received their first TAP award prior to September 1981 can be advised of applicable standards by the Office of Academic Advisement.

**Transfer and Readmitted Students**

Transfer students and students readmitted to the College after an absence of at least one year will be placed on the above scale either in accordance with the number of credits earned toward
graduation or the number of TAP payments previously received, whichever is more beneficial to the student. For example, a transfer student who has received three TAP payments and earned 10 credits would be placed at (payment) semester two, rather than (payment) semester three.

**Loss and Reinstatement of Student Eligibility**

Students who fail to maintain good academic standing, either through failure in Pursuit of Program or in making Satisfactory Academic Progress, become ineligible for further awards. Eligibility may be regained (and payments restored) by either of the following methods:

1. Achieving the required GPA and/or number of credits during a semester of attendance in which no state award is paid.
2. Transferring to another institution.
3. Being readmitted to The College at Brockport after an absence of one calendar year or more. (Acceptance at Brockport or another institution is deemed evidence of a student's ability to complete successfully an approved program.)
4. Waiver of eligibility.

**Waiver of Eligibility Standards for State Awards**

Students who fail to meet state standards for either Pursuit of Program or Satisfactory Academic Progress may request a waiver of these standards that will allow them to continue to receive award payments for the succeeding semester. When such a waiver has been granted for failure to make Satisfactory Academic Progress, the student is expected to use the semester to advance to the level the student could not achieve without the waiver. The waiver may be used if the student fails in Pursuit of Program, fails to make Satisfactory Academic Progress, or fails by both standards. However, Pursuit of Program and Satisfactory Academic Progress may not be waived separately for different semesters.

Students are eligible for only one waiver as an undergraduate student (not one for each institution attended), and one waiver as a graduate student. However, the granting of such a waiver is not automatic; it is intended only to accommodate extraordinary or unusual situations. The waiver process must include an assessment of the reasons for a student's failure to meet the established requirements for good standing, and the decision to grant the waiver must be based upon a reasonable expectation that the student will meet future requirements.

**Notification of Ineligibility for State Financial Awards**

Since payment of state awards is made through the Office of Student Accounts, students who fail to maintain good academic standing, and therefore are ineligible for a state award, will be notified by the Office of Student Accounts. Students affected are encouraged to discuss their status with a member of the Academic Advisement staff or with the TAP Certifying Officer located in the Office of Student Accounts.

**Additional Requirement to Maintain State Financial Aid Eligibility: Repeat of “C” Grades**

Repeat of any course at the graduate level in which a passing grade (C or above) has already been received and which the College does not require the student to repeat may not be considered as part of that student's minimum course load for financial aid purposes. In other words, the student would have to be registered for 12 or more different credits in order to be considered as a full-time student. In addition, the repeated course may not be considered in determining whether the student has met the Pursuit of Program requirement and is in good academic standing.

**Federal Academic Standards for Title IV Recipients**

Students are advised that continued eligibility for federal financial aid awards requires that students maintain Federal Good Academic Standing. Award programs applicable to graduate students and affected by the federal standards include:
Federal Perkins Loans
Federal College Work-Study
Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant
William D. Ford Federal Direct Loans – (Subsidized, PLUS, and Unsubsidized Stafford Loans)

Federal law requires that satisfactory academic progress standards be measured in both quantitative (i.e., time frame for program completion) and qualitative terms (i.e., academic performance).

**Maximum Time Frame Standard**

Students receiving funds under Title IV must complete their degrees within 150 percent of the published program length as measured in credits or forfeit federal aid eligibility. For example, for a program requiring 30 credits, a student could not attempt more than 45 credits to complete the degree.

The maximum time frame standard evaluation for transfer students will consider only those credits attempted at The College at Brockport or accepted for transfer credit by the academic program in which the student is enrolled.

**Academic Performance Standard**

A student must be making satisfactory academic progress at the end of each academic year to be eligible for federal financial aid. This means that students who have attempted at least nine graduate credits at The College at Brockport must maintain a minimum cumulative grade point average of 3.0 and successfully complete at least two-thirds of the credits attempted at The College at Brockport (known as completion rate). Failure to meet this standard results in financial aid probation. Students on aid probation are still able to receive federal aid.

If, after the probationary period, the student is still not making satisfactory academic progress, the student may become ineligible for federal financial aid until he/she again achieves the required standard. Please note that for federal aid, readmission to the College after an absence does not automatically mean reinstatement of aid eligibility.

In calculating the completion rate, the following grades are treated as attempted but not successfully completed: E, I, PR, N, U and W. Courses that are repeated to improve a grade are counted as attempted each time they are taken, but are only counted as completed once. Unlike the TAP program, every semester is considered when measuring the completion rate, whether or not the student received federal financial aid.

**Regaining Eligibility for Federal Financial Aid**

Appeals for Mitigating Circumstances — occasionally students will fail to meet the established standards for reasons beyond their control. Such students may appeal their loss of eligibility, and if The College at Brockport’s designated Appeals Committee deems their performance to have been significantly hampered by such “mitigating circumstances,” they will be permitted to continue in good standing for financial aid purposes under Title IV regulations. Such mitigating circumstances include serious family problems, extended illness and similar situations. All appeals must be submitted in writing to the Financial Aid Office, Rakov Center for Student Services, and should include a complete description of the circumstances that led to the academic difficulty and a plan for future academic success. Copies of supporting documentation should be included.

A student who loses eligibility may also regain it by successfully completing courses at The College at Brockport with grades sufficient to meet the stated requirements. Such courses must be funded without benefit of Title IV aid and under no circumstances will aid be paid retroactively for those courses once eligibility has been re-established.

Upon completion of these courses, a student should submit a written request to the Financial Aid Office for re-evaluation of eligibility. The request will be reviewed by a committee of academic and financial professional staff whose determination is final.
**ADDITIONAL SOURCES OF FINANCIAL ASSISTANCE**

**Graduate and Teaching Assistantships**
The College at Brockport offers a finite number of graduate assistantships and teaching assistantships that provide a stipend and a tuition scholarship for nine credits per semester. Assistantships are funded by the State University of New York and any alteration in that support may result in a student having some financial liability for tuition. Tuition scholarships may even be cancelled should funding be reduced. Graduate students applying for an assistantship must be matriculated upon entry to the College, must complete a TAP application or submit an affidavit attesting to their ineligibility, and must be pursuing graduate study on a full-time basis. Since teaching assistants are involved in the instructional process, matriculation in the sponsoring department’s graduate program is most often a qualification for the position. Both graduate assistants (GAs) and teaching assistants (TAs) work 15-20 hours per week as assigned. Assistants are assigned to faculty mentors who guide their work in keeping with career-related and professional goals.

The responsibility for recommending candidates for graduate and teaching assistantships rests with the sponsoring department or program. The department or program determines required qualifications and screens applicants. Applicants should be aware that submission of a résumé is required as part of the appointment process. Recommendation for appointment to an assistantship is made by the department/program to the Dean of Graduate Studies, upon the recommendation of the school dean. The Dean of Graduate Studies awards the assistantship. Graduate/teaching assistants who fail to maintain full-time status risk termination of the assistantship.

The department or program will evaluate the performance of the GA/TA for renewal purposes at the end of the first year. The criteria for evaluation will vary according to the discipline and the tasks assigned. The department/program will recommend renewal or non-renewal for a second year. Normally the assistantship will not exceed two years. Students assigned to graduate/teaching assistantships must maintain full-time status.

Further information on graduate and teaching assistantships is available from the Office of Graduate Studies, (585) 395-2525.

**Research Assistantships**
Research assistantships are funded by grants and contracts awarded to the College from outside agencies. The responsibility for awarding research assistantships rests with the project director of the grant or contract. Stipends vary among projects and may not include a tuition scholarship. Students should contact the department in which they wish to pursue their program in order to determine the availability of such awards.

**Graduate Diversity Fellowships**
The State University of New York offers a small number of competitive graduate fellowships to students who have been admitted to graduate or professional study and who will contribute to the diversity of the student body in the graduate or professional program in which enrollment is sought. This program assists the University in the recruitment, enrollment and retention of students in doctoral and master’s level programs who can demonstrate that they would contribute to the diversity of the student body, especially those who can demonstrate that they have overcome a disadvantage or other impediment to success in higher education.

Economic disadvantage, although not a requirement, may be the basis for eligibility under this category. Membership in a racial/ethnic group that is underrepresented in the graduate or professional program involved may serve as a plus factor in making awards, but is not the sole basis of the awards. Every student applicant is evaluated on his or her own merits.

Fellowships are restricted to students who are US Citizens or Permanent Residents. Fellows must be matriculated by the beginning of the first semester of the award period and plan to attend The College at Brockport full time.

The fellowships, limited in number within budgetary constraints, provide stipends of $7,500.
Tuition, Fees and Financial Assistance

for the academic year, plus a tuition scholarship for 9 credits of coursework at the in-state rate each fall and spring semester for a maximum of four semesters. Fellowships are funded by the State University of New York, and any alteration in that support may result in a student having some financial liability for tuition. Tuition scholarships may even be cancelled should funding be reduced. Coursework funded by this tuition scholarship must be part of the approved Plan of Study.

Openings in the fellowship program are announced on the Office of Graduate Studies Web site, www.brockport.edu/graduate. Applications are available on the Web site when openings are announced.

Fellows are expected to adhere to and comply with all policies and procedures in place. Students who interrupt their program of study and/or fail to attend The College at Brockport on a full-time basis in any given semester for any reason will forfeit the fellowship. Recipients are required to apply for other financial aid available to them through other sources (Pell Grant, TAP, etc.). Fellows are expected to work 15 hours per week in the academic department to which they are assigned. They must also meet their academic department’s standards of excellence in completing work assignments each semester.

College Scholarships and Awards

For detailed information about the full range of graduate scholarships and awards, contact the Scholarship Office at (585) 395-5414, the Office of Graduate Studies, (585) 395-2525, or consult the College’s publication entitled Financing Your Graduate Education. Information about these scholarships and awards also may appear in departmental bulletins.

Alumni Association Awards

The College at Brockport Alumni Association, (585) 395-2451, sponsors the following awards for graduate students:

Current Student Awards

Two $2,000 awards are made yearly to full or part-time undergraduate or graduate students who have strong scholastic achievement, co-curricular activity, community service and employment experience.

Graduate Award I

One $2,000 award is made annually to a full- or part-time (minimum of six credits) matriculated graduate student who has demonstrated scholastic achievement, co-curricular activity, and community service.

Graduate Award II

One $2,000 award is made annually to a College at Brockport student who is a full- or part-time (minimum of six credits) matriculated graduate student and who has demonstrated scholastic achievement, co-curricular activity, community service and employment experience.

Private Scholarships and Awards

The Scholarship Office Resource Center in the Scholarship Office offers multi-media resources to assist students in locating private scholarship and grant funding. Students seek these scholarships on their own or with assistance from the Scholarship Office. Scholarships and awards are made as specified by the agency offering the scholarship. Locally determined scholarships and awards are publicized on a weekly basis. Students should have a Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office if they want to be considered for a locally determined grant or monetary award that is based on financial need.

ROTC Scholarships

For graduate students matriculated in one of the College’s graduate degree programs, the Military Science Department at The College at Brockport offers scholarship opportunities through the Army Reserve Officers’ Training Corps (ROTC) that lead to an Officer’s commission in the United States Army, Army Reserve, or Army National Guard. Recipients of these scholarships
enroll in select undergraduate military science courses that provide students with the theoretical and practical application of leadership and management principles, training in basic military skills, an introduction into the application of military history, and education in the duties and responsibilities of Commissioned Officers. These courses are in addition to those proscribed by the student’s graduate degree requirements.

Army ROTC merit-based scholarships pay for four full-time academic semesters of full tuition and fees including an allotment for textbooks of $1,200 ($600 each semester) and a monthly stipend of $450 in the first year and $500 in the second. Admission into the ROTC scholarship program and receipt of any Army ROTC scholarship requires the acceptance and approval of the Professor of Military Science.

Graduate applicants for an ROTC Scholarship must meet specific physical requirements, complete five military science courses, and satisfy one of the following options with the approval of the Professor of Military Science:

1. Completion of a special accelerated program of study (for those with no military service background).

   OR

2. Prior honorable military service in any component or branch of the Armed Forces, which includes as a minimum successful completion of military basic training

   OR

3. Completion of a special five-week summer training program conducted off campus; all expenses paid by the United States Army.

Note: Military science courses at The College at Brockport carry undergraduate credits and, as such, are not applicable toward meeting the graduate credit requirements for a master's degree. For further information, contact the Department of Military Science – United States Army ROTC, C29 Cooper Hall, (585) 395-2249/ 5349.