

## Tuition and Fees

### Academic Year - 2023-2024 Tuition\*

Each semester, payment arrangements must be in place by the published deadlines to complete the registration process and to hold a student's schedule.

#### Full-Time Student Tuition: (12 or more credits)

- New York State Resident: \$2,832 per semester
- Non-Resident: \$5,664.00 per semester

#### Part-Time Student Tuition

- New York State Resident: \$236.00 per credit hour / \$118.00 per half credit hour
- Non-Resident: \$472.00 per credit hour / \$236.00 per half credit hour

\*Residence certificate/affidavit must be on file to receive Resident tuition rate.

## College Fees

### College Fees\* (Non-Refundable)

#### Mandatory Fees:

Fee Type	Full-time (12+ credits)	Part-time (.5- 11.5 credits)
Academic Support Fee	\$48.00	\$48.00
Cultural Affairs Fee	\$17.00	\$10.00
Parking/Transportation Fee	\$18.00	\$18.00
Student Activity/Athletic Fee	\$72.00	\$6.00 per credit
Technology Fee	\$204.00	\$17.00 per credit

#### College Fees:

- New Student Fee: \$175.00
- Readmission Application Fee: \$20.00
- Transcript Fee: \$10.00
- Online Transcript Fee: \$10.00
- Laboratory Fee (per applicable course): \$43.00
- Malpractice Insurance Fee (per applicable courses): \$7.50
- Late Registration Fee: \$10.00 per course (\$25.00 maximum)
- Returned Check Fee: \$25.00 per check
- Health Professions Fee: \$178.00
- Foreign Check Handling Fee: \$10.00 plus bank fees per check
- Late Payment Fee: \$50.00
- Advanced Deposit (Allied Health Programs): \$50.00

\*Tuition and fees are accurate as of the publication date (August 1, 2023) of this Catalog

#### Notes:

- Students registered for 12 or more credits/units are classified as full-time; all others are classified as part-time.
- To qualify for the NY State Resident rate, a student must have been a resident of New York State for one year immediately prior to the start date of the semester. In addition, those who are not residents of Orange County must present a Certificate of Residence signed by the chief fiscal officer of the county or counties in which they have lived in the past six months.
- See section on financial aid for estimates on total education cost per year for full-time study.
- Tuition and fees are subject to change upon approval of the College Board of Trustees.
- The normal tuition and fees are charged for all audited course work.
- Tuition does not include the cost of textbooks.

## Tuition and College Fee Refund Policies

Tuition refunds will only be granted upon the completion and submission of an official withdrawal form to Student Services Central, either before the classes begin, or during the published refund period.

Simply notifying the classroom instructor is insufficient. Any student who does not withdraw prior to the semester start date and remains unpaid will be liable for tuition and fees. Non-attendance does not limit student liability.

Students are responsible for knowing the deadlines for withdrawal and abiding by them.

Students who officially withdraw from a credit course or from the College may be eligible for a refund of tuition in accordance with the following schedule:

### Full-Semester Credit Classes:

- Prior to the start date of the semester: 100%
- During the first week: 75%
- During the second week: 50%
- During the third week: 25%
- After the third week: 0%

### Half-Semester Classes (Eight week term or less):

- Prior to the start date of the semester: 100%
- During the first week: 25%
- During the second week: 0%

The first day that classes are offered as scheduled by the College shall be considered the first day of the semester, and the first week of classes for purposes of this section shall be deemed to have ended when seven calendar days, including the first day of classes, have elapsed.

### Non-Credit Classes:

The following refund policy will apply to all non-credit classes:

- Prior to the first day of class: 100% refund
- On the day class begins and thereafter: No refund

### Notes:

- *Full-time students are eligible for tuition refunds only when their semester course load drops below 12 credits. The refund will be calculated by determining the difference between the previous full-time enrollment threshold of 12 credits and the new part-time enrollment and then applying the appropriate refund percentage to the difference in dropped credits.*
- *Refund payments are not immediate. Allow approximately six weeks for processing and mailing during Fall/Spring semesters and four weeks during Summer/Winter sessions.*
- *Courses eight weeks or less in length are subject to a refund schedule appropriate to the length of the course. See applicable publication at the time courses are publicized.*
- *A course cancelled by the College will be refunded all tuition and fees relative to the cancelled course.*
- *Inquiries regarding refund policy exceptions must be in writing to the Tuition Credit Review Board. Tuition Credit request forms are available at Student Services Central and on the college website.*

## Title IV Federal Refund Policy

Title IV Federal Financial Aid students who withdraw or stop attending the College during the first 60% of the semester will have their financial aid recalculated according to the Higher Education Amendment of 1998, 34 CFR part 668.22. Some grant recipients may owe repayment to both the institution and the Federal government as the result of this recalculation.

## Red Flag Policy (Identity Theft) Prevention Program

SUNY Orange is committed to preventing fraud associated with the misuse of identifying information (identity theft) of students, staff, faculty or others who have relationships with the College to obtain educational or financial services. In compliance with the Federal Trade Commission Red Flag Rule (16 CFR 681.2) under the Fair and Accurate Credit Transaction Act of 2003, the College will employ its Red Flag Identity Theft Prevention Program to identify accounts susceptible to fraud, recognize possible indications of identity theft associated with those accounts, devise methods to detect such activity and respond appropriately when such activity is detected.

In compliance with the Federal Trade Commission's Red Flag Rule (16 CFR 681.2), the College will require all individuals requesting services to provide a SUNY Orange Identification Card, a driver's license or other government issued identification (with photo).

## Certificate of Residence

All students are charged the appropriate rate of tuition and fees depending on the number of credits taken and the student's area of residence.

Please follow the instructions listed below. The application for Certificate of Residence can be obtained from Student Services Central. It is also included in all registration material and is available on the College website.

In accordance with New York State Education Law, Section 6301, each full-time and part-time student residing in New York State must file a Certificate of Residence. The County of Legal Residence for a New York State resident attending a community college contributes to the College a portion of the College's cost for providing services to the student. The basis for assessing counties for this money is the Certificate of Residence.

*Note: A person does not acquire New York State Domicile (legal residence) simply by being physically present in New York State for a period of 12 months or for the sole purpose of attending a New York State College or University. If your principal or permanent home has not been New York State for a 12-month period immediately prior to the start date of the semester, you will be considered an out-of-state student for tuition purposes.*

Certificates are valid for 12 months from the date of issue. A new Certificate must be submitted each year.

To prove residency for any county in New York State you must:

- Have resided in New York State for one year AND resided in your home county for six months prior to the first day of classes.
- The appropriate documentation and/or certificate must be received within 30 days from the start date of the semester, otherwise the non-resident tuition charge cannot be removed from your bill. Payment (less non-resident tuition) must be made by the established deadline dates. Adjusted bills are available upon request or can be viewed on Self-Service Banner.

## Orange County Residents

Complete the Verification of Orange County Residence. Include this with your adjusted payment (subtract non-resident tuition amount from balance due).

## New York State Residents From Counties Other Than Orange County

A student from a New York county other than Orange is required to submit a Certificate of Residence from their county of legal residence covering 6 months prior to the first day of classes. To secure the required certificate, follow the procedures below:

- Contact the Treasurer's Office or Chief Fiscal Officer of your home county to inquire about acceptable forms of proof you will need to prove your residency.
- Once you have obtained a Certificate of Residence, you must submit the original to SUNY Orange Student Services Central. This will entitle you to pay the resident tuition rate. Please note per New York State Education Law, New York state counties are only required to issue and honor Certificates of Residence dated no earlier than 60 days prior to the start of classes and no later than 30 days after. After the first 30 days of classes, counties will no longer issue certificates of residence and payment for the non-resident tuition charge then becomes the student's responsibility. Late certificates will be accepted by our office, but your account will only be reduced if your county accepts our billing.

## New York State Residents Who Have Lived in More Than One County During the Past Six Months

Contact each county in which you resided, as a Certificate of Residence will be required from each of those counties. Proceed as indicated above. Students who fail to meet the full six month residence requirement will be charged the non-resident tuition.

## Special Requirements for Immigrant and Undocumented Aliens

Immigrant Aliens must have a Permanent Resident Alien Identification Card ("Green Card") and be able to establish New York State residency to be eligible for resident tuition rates. Foreign students on the following visas do not qualify for the residence rate: F(student), B(visitor), J(exchange), C, D, H2A, H3, H4 if on H2/H3, M, O, P, Q, R, TN, or TD visas.

Effective July 1998, certain undocumented aliens may be eligible for the resident tuition rate. The undocumented alien must have graduated from a New York State high school and applied for SUNY admission within five years of receiving a New York State diploma. The undocumented alien must complete a notarized affidavit stating that the student has filed or intends to file an application to legalize his or her immigration status.

Providing the College with proof of residency is an important step in the registration process. Students who fail to present documentation will be charged non-resident tuition. Please contact the Student Accounts Office at (845) 341-4830 if you have any questions about the proper way to complete the requirement.

## Withdrawal from a Course

To formally withdraw from a credit or non-credit course, a student must complete a withdrawal form and return it to Student Services Central. As of the day of receipt of this form, the appropriate refund schedule will apply.

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Students who receive financial aid from any of the following sources: Federal Programs (Title IV) Pell Grant, Supplemental Equal Opportunity Grant (SEOG), Perkins Loan, Federal Family Education Loans and State Grants may be responsible for repaying a portion of their aid if they drop or stop attending classes during the refund period. Withdrawal from classes may also affect eligibility for financial aid for the following semester or academic year. Students will be notified by mail if monies are due the College.