

**Suffolk County Community College**  
**Student Bill Payment Information**  
**Fall 2023 Late Start (LSD/LSE)**  
**7.5-Week Classes**

This document explains the steps that students must take to pay their bill or confirm their attendance (if financial aid results in a zero balance). Since it contains important information regarding liability to the College, students are advised to keep it for future reference. It is also posted to the MySCCC Bill and Account page.

Please also be sure to access the Email tab of MySCCC to check for important and time-sensitive email messages.

**General Information**

Students are responsible for paying all tuition and fee charges. If financial aid, course schedule, or third-party support changes after payment has been made, an electronic bill (ebill) will be sent to the student for any resulting balance or a refund will be issued. All refunds are processed through BankMobile by direct deposit (should the student elect) or by check (in the student's name).

**Note: All billing is now done by email to students' sunysuffolk.edu email address. Students will not be sent paper bills. Students are encouraged to pay their bill on the MySCCC Bill and Account tab, immediately after registering. Students may also contact the campus Cashier office with questions.**

**The College Offers a Tuition Payment Plan (TPP)**

The best way to be ready for your late start classes is to pay your tuition in full right now. However, if you still owe at least \$300 and cannot pay your remaining balance, SCCC's Late Start TPP may help. Administered by Nelnet, the TPP will allow students to pay their bill in two installments. The TPP is subject to a \$55.00 nonrefundable enrollment fee. **TPP details can be found at: <https://mycollegepaymentplan.com/sunysuffolk>**

All online payments and tuition plan payments will be processed through Nelnet and require that the student either submit credit card information if paying by credit card, or bank account information if choosing the electronic bank payment (ACH) option for the initial and installment payments. Nelnet will also send students an email to their MySCCC email address when their e-bill is available to view. Further information on Nelnet can be found at: [MyCollegePaymentPlan.com/SUNYSuffolk](http://MyCollegePaymentPlan.com/SUNYSuffolk)

**Paying Your Bill**

- **The Late Start payment due date and first deschedule date is October 23<sup>rd</sup>.**
- **Students who register up until October 23<sup>rd</sup> must either: (1) pay in full or (2) join the Nelnet tuition payment plan if their charges amount to at least \$300, by October 23<sup>rd</sup>.**
- **A tuition payment plan fee of \$55 is added to the student's down payment.**
- **Students who register after October 23<sup>rd</sup> must pay in full or join the Nelnet tuition payment plan on the same day they register.**
- **The final payment for students in the tuition payment plan is November 15<sup>th</sup>.**
- **Students are encouraged to review their charges and pay their bill on the MySCCC Bill and Account tab. Students may also contact the campus Cashier's office with questions.**

If students do not pay in accordance with these instructions, their schedule will be cancelled with no guarantee of receiving the same schedule again.

**Acceptable Payment Methods:**

1. **Pay online by credit card (Visa, MasterCard, American Express, or Discover) no later than 9:00 p.m. on October 23, 2023.** Note: All online credit card payments will be processed by Nelnet and are subject to a mandatory service fee.
2. **Pay online by ACH (Automated Clearing House) no later than 9:00 p.m. on October 23, 2023.** Note: An ACH (Automated Clearing House) payment is an electronic payment that allows the user to enter their checking or savings account routing number and have their funds transmitted electronically without any fee.
3. **Pay by mail in full - remit payment to Suffolk County Community College, PO Box 1126, Selden, NY 11784.** Write the student ID number on the face of your check. **Allow sufficient time for mail delivery, as the College must receive mailed payments by October 16, 2023.**
4. **Pay in person in full** at any campus Cashier's Office using cash, check, money order or credit card (Visa, MasterCard, American Express or Discover).

**Students paying in person are advised to pay no later than the payment deadline of October 23, 2023. No Appointment is necessary.**

### **Can I pay my bill using my bank's electronic bill payment process or a 529 plan?**

Although you may request an electronic payment from you 529 plan, the College is not setup to accept them electronically and a check will be mailed out. Please allow sufficient time for mail delivery as the College must receive payments by October 16, 2023.

### **Scholarships**

- Students who have been awarded scholarships can have those amounts credited to their bill.
- If a student was notified of a scholarship and it does not appear on his/her bill, the student should contact the office that sent the scholarship award notice. If financial aid or scholarships change after payment has been made or after confirming attendance, bills will be sent for any resulting balances or a refund will be issued through BankMobile by direct deposit (should the student elect) or by check (in the student's name).

### **Third-Party Payment Policies and Procedures**

Students who have third-party entities who commit funds to pay a student's tuition can have those amounts credited to their bill. Third-party payments are processed in the campus Cashier's Office. Provide documentation from the third party, stating that it will pay all or part of the bill, to the cashier. If acceptable, that amount will be deferred. Students are required to pay any remaining balance when the documentation is submitted, and must sign a contract accepting liability for any failure by the third party to pay. Third-party agreements that have grade or attendance requirements are not acceptable.

### **ID Card Policy**

College policy requires that all enrolled students who are taking any classes on campus obtain their official SCCC student ID card prior to the first day of classes and carry it at all times. Students who fail to obtain an ID card will have a \$30.00 "ID Card Non-Compliance" fee charged to their account.

### **Registering Your Vehicle**

Vehicle registration is required for all students who are taking any classes on campus. **All vehicles, including motorcycles**, must be registered. Additional information can be found here <https://www.sunysuffolk.edu/experience-student-life/public-safety/parking-permits.jsp>

### **Refund Procedures**

When a student officially drops a class during the Drop/Refund period, the charges for tuition and fees will be adjusted according to College and SUNY policy. This may or may not result in a refund. Students can officially drop online at [MySCCC](#) or in person at a campus Registrar Office. Non-attendance in a course, verbal communication with College offices or instructors, stopping payment on a check or disputing a credit card are **NOT** official ways to drop classes.

Refunds reduce charges on the account and are not based on what was paid. They are calculated from the start date of the session, not the start date of the classes that a student is registered for. Certain fees are not refundable. Visit [MySCCC](#) for more information. After officially dropping a class(es), the charges on the student account are re-calculated and the College either refunds or bills the student for the applicable amounts.

<b>Drop/Refund Periods for Late Start 7.5-week (LSD/LSE) Classes</b>	
<b>A 100% refund is granted through:</b>	10/24
<b>A 75% refund is granted through:</b>	N/A
<b>A 50% refund is granted through:</b>	N/A
<b>A 25% refund is granted through:</b>	10/25 – 10/31
<b>No refunds on or after this date:</b>	11/01

If you have questions, please contact the offices below.

<b>Office to Contact</b>	<b>Ammerman Campus</b>	<b>Eastern Campus</b>	<b>Michael J. Grant Campus</b>
<b>Registrar</b>	<a href="mailto:registrara@sunysuffolk.edu">registrara@sunysuffolk.edu</a> 631-451-4004	<a href="mailto:registrare@sunysuffolk.edu">registrare@sunysuffolk.edu</a> 631-548-2502	<a href="mailto:registrarw@sunysuffolk.edu">registrarw@sunysuffolk.edu</a> 631-851-6780
<b>Financial Aid</b>	<a href="mailto:faidammr@sunysuffolk.edu">faidammr@sunysuffolk.edu</a> 631-451-4072	<a href="mailto:faideast@sunysuffolk.edu">faideast@sunysuffolk.edu</a> 631-548-2525	<a href="mailto:faidwest@sunysuffolk.edu">faidwest@sunysuffolk.edu</a> 631-851-6712
<b>Cashier</b>	<a href="mailto:cashiera@sunysuffolk.edu">cashiera@sunysuffolk.edu</a> 631-451-4086	<a href="mailto:eastcashier@sunysuffolk.edu">eastcashier@sunysuffolk.edu</a> 631-548-2545	<a href="mailto:grantcashier@sunysuffolk.edu">grantcashier@sunysuffolk.edu</a> 631-651-6730

### **Billing and Collection Process and Policy**

The College adds a late payment charge to students' accounts when their bills are not paid by their due dates. Students whose bills are not paid in full cannot register for the following semester. Students whose accounts are not paid in full by the end of a semester are referred to a collection agency and subject to interest charges and collection expenses.