

FAFSA FILED?

If you did not yet file your FAFSA for the fall semester, you are considered a VERY late filer. If you intend to use financial aid (including federal student loans), PLEASE FILE YOUR FAFSA IMMEDIATELY to avoid cancellation of your classes.

Financial Aid and Attendance

Federal guidelines require students to attend over 60% of classes for the term to earn 100% of their financial aid. If you formally withdraw from the college, or stop attending your classes prior to attending over 60% of the semester, the college is required to recalculate your financial aid awards (including federal student loans), and return the unearned portion to the Department of Education.

This may result in a financial obligation to the college if your revised awards do not cover the charges that you incur.

Please contact the Student Accounts Office prior to any change in your registration status to discuss the financial implications of your status change.

Important Dates

Jan 22- first day to purchase books using financial aid

Feb 1- first day of classes

Mar 5- Date first financial aid overage checks mailed

Apr 8—Date second financial aid overage checks mailed

Apr 10- Last day to withdraw from full term classes

Refund Schedule

The following is the percentage of tuition refund based on date of withdrawal.

Dates	% Refund
2/1/21-2/7/21	75%
2/8/21-2/14/21	50%
2/15/21-2/21/21	25%
02/22/21—end of term	0%

Guide to Your Herkimer College Billing Packet

Please open and read for **VERY IMPORTANT** information concerning your student account



Herkimer College
Student Accounts Office
100 Reservoir Rd
Herkimer, NY 13350

Tel: 315-574-4018

Email: bursar@herkimer.edu

DON'T LOSE YOUR SEAT! SETTLE BILL BY DUE DATE!

If your bill is not settled by the due date, **YOUR SPRING CLASS SCHEDULE MAY BE CANCELLED.** If you intend to use financial aid (including federal student and/or parent loans) for the spring 2020 semester, and you have not filed your FAFSA, please do so at www.studentaid.gov immediately.

Your bill is considered settled when:

- All of your charges are paid in full; or
- You have verifiable financial aid to cover all of your charges; or
- You have verifiable financial aid to cover some of your charges and paid the remaining charges; or
- You have signed up online for the Installment Payment Plan available through Student Online Services.

Important Information for Student Athletes

- All students who participate in inter-collegiate sports (in season and/or off season) will be charged an Athletic Trainer Fee of \$150 (per year). This charge may not be included on your initial bill, but will appear on your student account upon notification of your participation from the athletic department.
- All student athletes **MUST** carry the Student Accident Insurance Policy. The annual fee of \$75.00 for this insurance will be added to your account at the same time the Athletic Trainer Fee is added.

Step By Step Guide to Your Billing Packet

1. Review Your Student Bill

Review all charges and credits on your bill. Any anticipated financial aid will appear on the right side of your bill under credits. If you have any questions regarding your financial aid, please contact the financial aid office. Please refer to <https://www.herkimer.edu/admissions/billing/college-costs/explanation-of-fees/> for an explanation of fees on your bill.

2. Proof of Residency (NYS residents)

If there is a charge on your bill for Tuition—No Proof of Residency or Part Time Tuition No Residency, you must obtain and submit a certificate of residency to remove the charge. The application/affidavit to obtain this certificate is included with your bill. Follow instructions carefully. Counties will not issue this certificate after the first 30 days of classes. If you fail to obtain and submit this certificate, you will be responsible to pay this additional charge.

3. Meal Plan Form

Students residing in campus housing are required to purchase a meal plan. This form is used by students who wish to change from Meal Plan 14 to Meal Plan 19. Off campus and commuter students can use this form to purchase a meal plan. For additional information on meal plans, please refer to: <https://www.herkimer.edu/campus-life/dining-center/faqs/>

4. Billing Adjustment Form

Use this form to make adjustments to your bill, to determine the amount due to Herkimer College, and to provide credit/debit card info to pay your bill.