

# TUITION AND FEES (UNDERGRADUATE)

## Registration

Empire State University's regional locations and online, you may begin your study at the start dates of our three terms - fall, spring and summer (<http://catalog.esc.edu/undergraduate/college-calendar/>) - during the academic year. Each term also contains two overlapping 8-week express terms. Please see the University Calendar section (<http://catalog.esc.edu/undergraduate/college-calendar/>) or the Office of the Registrar's web page (<https://www.sunyempire.edu/registrar/>) for academic calendar details. Although you may enroll in terms that overlap, you may not receive financial aid for any term that begins during your enrollment in a previous term. Please see the section on financial aid (<http://catalog.esc.edu/undergraduate/financial-aid/>) for more information.

Students who enroll in The Harry Van Arsdale Jr. Apprentice Program and the School for Graduate Studies enroll in terms that typically begin in September, January and May.

Students who enroll in the School of Nursing and Allied Health may begin in the Fall or Spring terms. They also may take studies or courses during the Summer term.

Students register for studies or courses at the university by meeting with a faculty mentor and completing the online registration process that defines what and with whom they will study.

## Registration periods for the 2023-2024 academic year

Term	Advising, Study Preparation and Registration Period	Add/Drop Period <sup>1</sup>	Term Start	Term End
Fall 2023 Term	Apr. 11 to Sept. 4	Sept. 5 - 11	Sept. 5	Dec. 15
Fall 2023 Express Term One	Apr. 11 to Sept. 4	Sept. 5 - 11	Sept. 5	Oct. 27
Fall 2023 Express Term Two	Apr. 11 to Oct. 22	Oct. 23 - 29	Oct. 23	Dec. 15
Spring 2024 Term	Oct. 3 to Jan. 15	Jan. 16 - 22	Jan. 16	Apr. 26
Spring 2024 Express Term One	Oct. 3 to Jan. 15	Jan. 16 - 22	Jan. 16	Mar. 8
Spring 2024 Express Term Two	Oct. 3 to Mar. 3	Mar. 4 - 10	Mar. 4	Apr. 26
Summer 2024 Term	Feb. 6 to May 12	May 13 - 19	May 13	Aug. 23
Summer 2024 Express Term One	Feb. 6 to May 12	May 13 - 19	May 13	July 5

Summer 2024 Feb. 6 to June 17 - 23 June 17 Aug. 9  
Express Term June 16  
Two

## Enrollment Status - Full-time and Part-time

Undergraduate students enrolled in 12 or more credits in an enrollment term are considered full time. Undergraduate students enrolled for 11 or fewer credits in an enrollment term are considered part time.

Graduate students enrolled in 9 or more credits in an enrollment term are considered full time. Graduate students enrolled for 8 or fewer credits in an enrollment term are considered part time.

## Billing

The submission of an online registration initiates billing and is a business contract between you and the university. It permits you to begin study at Empire State University and obligates you to pay tuition and all applicable fees. This must be completed and submitted online by the student by the Last Date for Payment for the selected term. The Last Date for Payment for each term can be found on the Payment Due Date web page (<https://www.sunyempire.edu/student-accounts/billing-payment/how-you-are-billed/payment-due-dates/>). If you register after the payment due date, your payment is due immediately.

Once the online registration information is complete and submitted electronically, a term invoice (bill) will be generated and made available to you online at the Student Accounts page (<https://my.sunyempire.edu/StudentAccounts/Pages/default.aspx>) on the MySUNYEmpire (<https://my.sunyempire.edu/>) portal.

Students should review their Student Account Statement on MySUNYEmpire after registering. If you have any questions please contact 1Stop Student Services.

Students are considered enrolled unless they officially withdraw. Failure to engage in studies does not relieve a student from his or her financial responsibility.

## Undergraduate Tuition and Fees <sup>1</sup>

**Tuition and fees are subject to change without prior notice by action of the SUNY Board of Trustees.**

**Effective with the Spring 2020 Term.**

Resident Type	Credits	Tuition Per Term
<b>NYS Residents<sup>2</sup></b>		
Students must live in NYS for the full year (12 months) prior to the term starting and have an intent to make NY their permanent home (domicile) in order to receive NYS resident rates.	1-11	\$295 per credit
	12+	\$3,535 per term
<b>Online Out-of-State Residents</b>		

Rate applies to nonresident students enrolled in an approved distance learning degree program.	1-11	\$353 per credit
	12+	\$4,240 per term
<b>Out-of-State Residents</b>		
Nonresident students who attended an approved New York state high school for two or more years, graduated from an approved New York state high school, or received a NYS GED and who applied for admission to the State University of New York within five years of receiving a New York state high-school diploma/GED may be eligible for in-state rates.	1-11	\$708 per credit, less \$355 SUNY Empire Nonresident Grant <sup>3</sup> for a net tuition charge of <b>\$353</b>
	12+	\$8,490, less \$4,250 SUNY Empire Nonresident Grant for a net tuition charge of <b>\$4,240</b>

For changes in residency status, see NYS Residency for Tuition Billing Purposes below.

All enrolled students also are subject to the fees listed below:<sup>4</sup>

Fee	Description
<b>Mandatory fees per term</b>	
College fee	\$1.70 per credit up to \$25.00 maximum for 12+ credits
Student activity fee	\$8.75 per credit up to \$35 maximum
Technology fee	\$185 per term
Health and wellness fee	\$15 per term for enrollments less than 12 credits \$35 per term for enrollments of 12 or more credits
<b>Other related fees</b>	
Orientation fee	\$50 per application to the university
Portfolio (assessment) fee	\$315 at initial undergraduate matriculated enrollment (one time)

**Individualized prior learning assessment (iPLA) fee**

The Individualized Prior Learning Assessment (IPLA) fee is a \$700 flat fee. The fee is charged at the time a student's individualized prior learning assessment request is accepted at the office of academic review and is nonrefundable once the request is accepted. If a student has been charged any amount for individualized prior learning assessments under the previous IPLA fee tiered structure, they will not be charged an additional IPLA fee. For example, if a student has requested 8 credits of individualized prior learning assessments and paid a \$350 IPLA fee in the past, that student will not be charged again for additional prior learning assessments. Students who were charged the previous Individual Evaluation Fee (IEF) are also exempt from the IPLA fee. We have discontinued other grandfathering of fees based on first matriculation date. Only students who have previously paid any IPLA or IEF fees will not be charged for additional assessments.

**Residency fee**

Varies. Certain courses require an additional fee for residency activities.

<b>Service related fees</b>	
<b>Time Payment Plan</b>	\$25 nonrefundable application fee per term
<b>Time Payment Plan late payment fee</b>	\$30 for each late Time Payment Plan payment
<b>Late registration fee</b>	\$50 (each term) if initial registration for a term is submitted once the term begins
<b>Returned Check/Charge</b>	\$20
<b>Academic Transcript</b>	\$10 per transcript

**Tuition and fees are subject to change.**

- <sup>1</sup> For more complete tuition and fee information visit Tuition and Fees web page (<https://www.sunyempire.edu/student-accounts/tuition-fees/>).
- <sup>2</sup> Only students who have resided in New York state for 12 months before the enrollment term and are considered to be a domiciled resident qualify for in-state tuition rates. For more information about this requirement, including exceptions to the domicile rule, see NYS Residency for Tuition Purposes and visit the Policy on New York State Residency web page (<https://www.sunyempire.edu/student-accounts/billing-payment/how-charges-calculated/nys-residency/>).
- <sup>3</sup> All nonresident students attending SUNY Empire are automatically eligible for an Empire State University nonresident tuition grant to offset their educational costs.
- <sup>4</sup> All active-duty military, guard, reservists and veterans are eligible for an Empire State University military grant of \$45 per credit to offset their educational costs. The net tuition for military students is \$250

per credit. All fees, except service-related fees and residency fees for residency-based courses, are waived.

## University Billing Policy

The university requires that tuition and all mandatory fees be paid or that a Time Payment Plan be established no later than the payment due date for the enrollment term. Your payment is due by the term payment due date. You will not receive a paper bill and may instead view your student account statement in MySUNYEmpire. If you fail to pay, make Time Payment Plan arrangements or have approved financial aid by the last date for payment, your registration may be cancelled and you may lose your place in an online course or study group. If your registration is cancelled and you re-register any time after the payment due date, you will be charged a \$50 late registration fee.

### Payment Due Dates for the Academic Year 2023-2024

Term	Payment Due Date <sup>1</sup>
Fall Term 2023	Sept. 1, 2023
Fall Express Term One 2023	Sept. 1, 2023
Fall Express Term Two 2023	Oct. 20, 2023
Spring Term 2024	Jan. 12, 2024
Spring Express Term One 2024	Jan. 12, 2024
Spring Express Term Two 2024	Mar. 1, 2024
Summer Term 2024	May 10, 2024
Summer Express Term One 2024	May 10, 2024
Summer Express Term Two 2024	June 14, 2024

<sup>1</sup> Please visit the Payment Due Dates web page (<https://www.sunyempire.edu/student-accounts/billing-payment/how-you-are-billed/payment-due-dates/>) for up-to-date information.

## Late Registration

A Late Registration Fee of \$50 will be assessed for registrations made once the term begins.

Term	Late Registration Fee Assessed
Fall 2023 Term	Sept. 5, 2023
Fall 2023 Express Term One	Sept. 5, 2023
Fall 2023 Express Term Two	Oct. 23, 2023
Spring 2024 Term	Jan. 16, 2024
Spring 2024 Express Term One	Jan. 16, 2024
Spring 2024 Express Term Two	Mar. 4, 2024
Summer Term 2024	May 13, 2024
Summer 2024 Express Term One	May 13, 2024
Summer 2024 Express Term Two	June 17, 2024

## Payment Procedures

The preferred method of payment is online through MySUNYEmpire (<https://my.sunyempire.edu>), with a debit or credit card (Discover, MasterCard, VISA or American Express) or by check (credit card checks cannot be processed as e-payments).

You also may pay your bill with a check or money order (do not send cash) made payable to Empire State University. To mail your payment, print your Student Account Statement or include the payment stub from your Student Account Statement and mail it along with your payment to:

Empire State University

Student Accounts  
111 West Ave.  
Saratoga Springs, NY 12866-6069

Payment must be received by the payment due date to avoid cancellation of your registration.

As a prospective student, you are urged, if you have not done so already, to apply for financial aid at least eight weeks before the payment due date for the term. Students who cannot pay tuition and fees or set up a Time Payment Plan by the payment due date should enroll in a later term.

## NYS Residency for Tuition Billing Purposes

A student's initial residency status is determined at the time of entry into the university and monitored thereafter according to SUNY policy. Students must live in and be a domiciled resident of New York state for a period of 12 months prior to the start of a term in order to receive NYS resident tuition rates for that term. You are considered a NYS resident for tuition purposes if you meet the following requirements:

1. If you attest that you are a New York state resident on your admissions (matriculated or nonmatriculated) application
2. You have lived in the state of New York for at least the full prior year and are considered a domiciled resident.

Definition of Domicile: A fixed, permanent home, for legal purposes, to which a person returns after a period of absence.

**Please note that living in the state of New York alone does not meet the residency requirements for tuition purposes.** If you do not meet the above requirements, you will be considered a nonresident for tuition purposes and charged nonresident tuition rates.

Exceptions to the domicile rule:

1. If you attended an approved New York state high school for two or more years, graduated from an approved New York state high school and applied for admission to the State University of New York within five years of receiving a New York state high school diploma; or
2. If you attended an approved New York state program for a general equivalency diploma exam preparation, received a GED and applied for admission to the State University of New York within five years of receiving the GED.

If you are charged nonresident tuition rates and believe you meet the criteria for NYS residency for tuition purposes, you must apply for a change in residency status using the New York State Residency application form at MySUNYEmpire's Forms and Publications page (<https://webforms.sunyempire.edu/students/>). You must include at least three documents demonstrating an established domicile in New York state. All documents must be dated one year or prior to the start date of the semester for which you are applying for residency. The burden of proof is upon the applicant to provide documentation that he/she has established a domicile in New York state. For more information, visit the State University of New York policy titled "Residency, Establishment of for Tuition Purposes" ([http://www.suny.edu/sunypp/documents.cfm?doc\\_id=402](http://www.suny.edu/sunypp/documents.cfm?doc_id=402)).

**Completed residency applications must be submitted by the last date of add/drop period for the term which tuition is due.** Applications received after the last date for drop/add will be reviewed and will become effective for the next term, if approved.

## Time Payment Plan

Empire State University offers an interest-free, low-cost payment plan, through TouchNet, to pay your charges in convenient installments. The time payment plan has a nonrefundable application fee of \$25 per term.

There is a \$30 late payment fee for each Time Payment Plan payment if it is made after the due date. The minimum amount of eligible charges to enroll in the Time Payment Plan is \$100.

To enroll in the plan you must agree to the terms and conditions of the payment plan and also make your first payment by the due date specified in your payment plan agreement. You may get detailed information on the Time Payment Plan on the Time Payment Plan Terms and Conditions web page (<https://www.sunyempire.edu/student-accounts/billing-payment/how-to-pay/time-payment-plan-terms/>) or call 800-847-3000, ext. 2285. You must enroll in the Time Payment Plan each term you wish to use this as your method of payment. The university reserves the right to deny future payment plan privileges when a student's payments have not been made as indicated in their payment plan agreement.

## Third-Party Payments

Students may be able to defer payment of tuition and fees if they have sponsorship from a third party such as an employer or union. Students must submit a payment authorization from their sponsor to [studentaccounts@sunyempire.edu](mailto:studentaccounts@sunyempire.edu), fax 518-580-4790 or mail to:

Empire State University  
Student Accounts  
111 West Ave.  
Saratoga Springs, NY 12866-6069

The university will review and if approved, the amount will show as estimated aid on the student's account statement. The university only accepts payment authorizations that are a guarantee of payment to Empire State University. We cannot accept authorizations that are outcome dependent. For more information, visit the third-party sponsorship web page (<http://www.sunyempire.edu/thirdparty/>) or contact the 1Stop Student Services at 800-847-3000, ext. 2285.

If a third party sponsorship is not paid for any reason, or a voucher is not finalized, the student is responsible for any outstanding balance. A credit balance created as the result of a student's withdrawal from any or all courses will be returned in accordance with the terms and conditions of the sponsorship.

## Unpaid Accounts

A balance is any charge remaining or created on an account. Once an account is identified as having a past due balance, an accounts receivable financial hold is placed on the student's account and services from the university, including registration and grades, are restricted until the balance is paid in full. Unpaid accounts are forwarded to a third-party collection agency or the Office of the Attorney General at which time interest and/or fees are retroactively assessed based on the date of your first billing statement. The attorney general's office may certify the debt to the New York State Department of Tax and Finance Offset Program. All costs associated with the collection of overdue accounts are the responsibility of the student. Delinquent accounts may be reported to a credit agency. The State University reserves the right to withhold academic records from any student who has not satisfied all obligations. Any student with an outstanding financial balance due at the end of a term will not be able to register for a subsequent term or receive any other services from the university until the balance is paid.

## Withdrawal Liability and Refund Policy

To officially withdraw from one or more studies at any point in the term, a student must withdraw online by logging into their MySUNYEmpire (<https://my.sunyempire.edu>) account. If a student is withdrawing from one or more studies and they have incurred 100% tuition and fee liability the student is required to complete a Withdrawal Form available on the Withdrawal Form and Instructions web page (<https://www.sunyempire.edu/registrar/forms-services/withdrawal/>) and mail or fax it to the Office of the Registrar for processing. The effective date of the withdrawal will be the postmark date of the envelope or the date the fax is received. Contact the Office of the Registrar at [RegistrarsOffice@sunyempire.edu](mailto:RegistrarsOffice@sunyempire.edu) or by phone regarding any questions or concerns. A student is considered officially enrolled for their courses until they have withdrawn online or have submitted a Withdrawal Form to the Office of the Registrar. Liability will be calculated according to the State University of New York withdrawal/refund policy. If a student withdraws before the enrollment start date, then 100% of all tuition and fees are refundable. If a student withdraws on the start date or after, the college fee, the student activity fee and late registration fee are nonrefundable.

For standard 15 week terms, the technology fee, health and wellness fee, and tuition are subject to the following liability schedule:

Effective date of withdrawal	Liability percent
Prior to Term Start	0 percent (100% Tuition refund)
Calendar Day 1-7	0 percent (100% Tuition Refund)
Calendar Day 8-14	30 percent (70% Tuition Refund)
Calendar Day 15-21	50 percent (50% Tuition Refund)
Calendar Day 22-28	70 percent (30% Tuition Refund)
Calendar Day 29 and After	100 percent (0% Tuition Refund)

**The first date of the term is Day 1. A liability table for terms other than 15 weeks in length can be found on the Withdrawal Form and Instructions web page, under Student Account.**

Additional information about withdrawals:

- Prorated liability applies only for official student withdrawals and are calculated according to the effective date of the student's withdrawal. The liability chart does not apply to Administrative Withdrawals (ZWs) which incur 100 percent tuition liability.
- If a withdrawal creates a credit on a student's account, a refund will be issued within 28 days. Refunds are issued according to the method of payment.
- Withdrawals and Administrative Withdrawals may impact current and future financial aid eligibility. If you receive financial aid and are withdrawing from one or more courses, federal and state aid eligibility may be affected. Please see the sections on eligibility under Federal and New York State Financial Aid in this catalog.
- If you are forced to withdraw from your studies due to unforeseen and extenuating circumstances, you may request an exception to the university's written withdrawal policy from the Office of Administration through Student Accounts. Contact Student Accounts (<http://www.sunyempire.edu/AskSA/>) for more information.

For complete information about withdrawals, visit the Withdrawal Form and Instructions web page (<https://www.sunyempire.edu/registrar/forms-services/withdrawal/>).