

STUDENT FINANCIAL SERVICES

For Academic Year 2021-2022 (As of June 2021)

The estimated cost for a student is listed here (<https://www.sbu.edu/admission-aid/freshman-admissions/scholarships-financial-aid/student-financial-services/tuition-and-fees-2020-2021/>), covering the fixed charges and the standard fees. It should be noted that the academic year is divided into two semesters of 15 weeks each. The University reserves the right to alter the fees posted without notice.

Withdrawal Refund Policy

Any student who withdraws from the University must give formal notice to the University Registrar. The below policy will be used for all withdrawals from the University with the exception of medical and military service leaves. The official withdrawal date is the date that the student begins the school's withdrawal process at the Registrar's Office or the date that the student otherwise provided official notification.

Please refer to the Academic Policy section of this catalog for policies and procedures to formally withdraw from the University. Federal financial aid will be calculated on an earned per diem basis for the academic calendar up to the 60 percent point in the semester. Please refer to the Financial Aid section of the catalog for details.

Students may request a review of their withdraw type, date of withdraw, or calculation within 30 calendar days of issuance of the final billing from the University. Requests made after 30 days will not be reviewed.

Total Withdraw of all Courses From the University

Tuition, room and meal plan charges will be refunded according to the following schedule:

When	Refund
1st week	90% Refundable
2nd and 3rd week	80% Refundable
4th and 5th week	70% Refundable
6th and 7th week	50% Refundable
8th and 9th week	25% Refundable
Withdrawal after 9th week	No Refund

Five Week Session

Tuition, room, and meal plan charges will be refunded according to the following schedule:

When	Refund
1st week	90% Refundable
2nd week	50% Refundable
3rd week	25% Refundable
Withdrawal after 3rd week	No Refund

Seven Week Session

Tuition, room, and meal plan charges will be refunded according to the following schedule:

When	Refund
1st week	90% Refundable
2nd week	75% Refundable
3rd week	60% Refundable
4th week	40% Refundable
Withdrawal after 4th week	No Refund

Refund Policy for Medical or Military Leaves

A leave of absence for medical reasons is issued by the vice president for Student Affairs only upon the written advice of other appropriate professional persons and only for one semester. Tuition will be pro-rated weekly as of the date the vice president for Student Affairs approves the medical withdrawal. Room and meal plan will be pro-rated weekly as of the date the student officially begins the school's withdrawal process or the date that the student otherwise provided official notification. Students may request a review of their withdraw type, date of withdraw, or calculation within 30 calendar days of issuance of the final billing from the University. Requests made after 30 days will not be reviewed.

If a student is called to active duty, a Military Withdrawal will be granted through the University's Registrar's Office. Students should contact the Registrar's Office as soon as possible to fill out the official withdrawal form. A Military Withdrawal will be granted once the University receives a copy of the official orders or a notice from the student's Commander.

Students with a military withdrawal will not be charged tuition for the semester of withdrawal, will receive a 100% refund, and will be removed from all courses with no credit and no record of attendance on the student's transcript. Room and meal plan will be pro-rated based on the number of weeks the student was enrolled in school.

Credit Balance Refund

A credit balance remaining after all university obligations have been met, which results from state or federal financial aid, grants, or loans, will be refunded within 14 days. When a federal PLUS Loan creates a credit balance on a student's account, this refund will be payable to the borrower and mailed to the address on file. All other refunds will be payable to the student.

Students may request a refund for other credit balances at anytime. All refunds are subject to the Director of Student Accounting Services approval. There are no refunds of fees once the semester has begun. All university rules and regulations apply.

Students have the option to sign up for direct deposit of their student refund. They may do so through My.SBU – under the One Stop Tab, then the Student Accounts option, and select Sign up for Direct Deposit - Student Refunds. Refunds not issued by direct deposit are issued by check on a weekly basis and mailed to the address on file. If you would like your check payable to someone other than the student or mailed to another address, the student will need to inform the Student Records and Financial Services office in writing. Written requests taken from the student will supersede a previous request.

Any excess credit from the payment plan over St. Bonaventure's cost will not be refunded until the payment plan has been paid in full. Please call the Student Records and Financial Services office to discuss the over-payment and ways to adjust the contract so you are not waiting for a refund at 716-375-2020.

Meal Plan

A student living in a residence hall MUST purchase one of the following University meal plans: Bona Platinum, Bona Gold or Bona Silver. The ONLY exceptions are students living in Townhouses or Garden Apartments and graduate students. Unused Flex dollars and Block Meals will transfer from the fall semester to the spring semester, provided the student carries a meal plan of equal or greater value for the spring semester. At the end of the spring semester, unused Flex dollars and meals are nonrefundable and can't be transferred to the summer or new academic year. Absolutely no reimbursements will be given for unused meal plans or Flex dollars. Residential students may not purchase Block plans.

Within the above-mentioned guidelines, students may change a University meal plan during the first ten (10) business days of each semester only. This policy is strictly enforced. Students are required to personally file the appropriate request form for a meal plan change online at bonaexpress@sbu.edu. Meal plan changes are done exclusively online. Meal plans are not in effect and cannot be used when the campus and/or residence halls are closed during specified vacation periods, Christmas or semester breaks, and spring semester midterm break. There will be no dining services available on Thanksgiving Day or Easter Sunday.

Cancellation of Room

A student requesting and receiving approval to break this contract prior to the opening of residence halls for the semester, or within the first two weeks of classes, does so under penalty of a \$200 cancellation fee, in addition to whatever prorated costs have accumulated for the first two weeks of class if the student did not request to cancel the contract prior to the date of opening of residence halls.

A student requesting and receiving approval to break this contract after the end of the second week of class of a semester does so under penalty of the cost of the room for the entirety of that semester, in addition to the \$200 cancellation fee. In order to properly cancel this contract, student must submit a written request to the Coordinator for Residential Education and Housing for approval. Once approved, a date and time for move out will be agreed upon between the student and the Coordinator for Residential Education and Housing.

Financial Terms

Due dates for the payment of tuition, room, meal plan and other charges are set well in advance of the beginning of that semester. The due date for the fall semester is August 10th for returning students, and for the spring semester, January 5th. Financial responsibility begins with registration for a course. Failure to attend will not cancel a bill. Written notice must be given to the Registrar. A student's registration is subject to cancellation if charges for a semester are not paid by the due date specified on the bill. Students who expect to receive financial aid or loans from any source should begin their application process well in advance of the beginning of any semester.

Financial Clearance must be obtained from the Director of Student Accounting Services prior to the arrival on campus. Failure to settle accounts in full will prevent the student from registering for a subsequent semester, receiving academic credit, obtaining transcripts of grades, or receiving his/her diploma.

Transcript holds are placed on any student account that chooses to use monthly payment plan, GA (Graduate Assistant) payment or RA (Resident

Assistant) payments. These are elective plans for which the student or families decides to enroll which grant the student a postponement for their bill. Until full payment is received by the University the student account is not considered satisfied.

The University's student account billing is done electronically with our **Online Billing System**. Students and parents have the ability to view their student account statements and daily student account activity online. St. Bonaventure University's e-billing system offers students and their families a safe means of receiving electronic billing statements and a secure method of making Web-based payments. We are pleased to offer Electronic Check (ACH) payments for tuition, room and meal plans, fees and incidental expenses. There will be no service fee if processed through our new Web-based system.

Students enjoy having 24/7 access to student account information.

To view your current statement, students should log onto <https://my.sbu.edu>, select One Stop tab, student account box, and click on View/Pay Student Account.

Students are encouraged to register parents as an additional users, which gives them access to the system and e-mail notification when a new bill is available. To set up an additional user, the student logs onto <http://my.sbu.edu>, selects student menu, clicks on View/Pay Student Account, and then selects Add Additional User.

After setting up an additional user, the student will need to provide their login and password. Once the additional user has access, they log in through the <https://commerce.cashnet.com/sbupay> (<https://commerce.cashnet.com/sbupay/>) site. There they will be prompted to reset their password.

For more information about the Online Billing system please refer to the link on <https://www.sbu.edu/studentaccounts> (<http://www.sbu.edu/studentaccounts/>) or call the Student Accounts at (716) 375-2100.

If you wish to submit payment by check please send to St. Bonaventure University, Business Office, P.O. Box 2448, St. Bonaventure, NY 14778. Checks should be payable to St. Bonaventure University. Please indicate the student's account number and name on the memo line of the check. The University reserves the right to alter any fees without notice. In light of economic fluctuations, the University cannot insure that the tuition and other charges as listed will prevail throughout the student's attendance.

Books, supplies or other items purchased at the Bookstore may not be charged to student accounts. The bookstore accepts MasterCard, VISA, Discover and American Express. The student is held financially responsible for any laboratory equipment damaged or lost due to the student's negligence, carelessness or failure to follow instructions. Students are responsible for maintaining the physical condition of their dormitory rooms as they find them. Rooms are checked for damages periodically by the Residence Life, and students will be charged for any damage they cause. Dormitories are available for occupancy only during the time established in the academic calendar.

Payment Plan Options

Education expenses are easier to pay when spread over predictable, monthly payments. Our Interest-Free Deferred Payment Option, offered in partnership with Nelnet Campus Commerce, is an alternative to large semester payments and helps limit borrowing. For questions, please contact Nelnet at 800-609-8056, or go to <https://>

mycollegepaymentplan.com/sbu (<https://mycollegepaymentplan.com/sbu/>) to enroll.

The Fall 2021 semester plan begins in July. Under this plan, 25 percent of the outstanding bill must be paid by July 15, 2021 with the remaining balance paid in increments of 25 percent due August 15, 2021, September 15, 2021 and October 15, 2021. The Spring 2022 semester plans start in December. Under the plan, 25 percent of the outstanding bill must be paid by December 10, 2021 with the remaining balance paid in increments of 25 percent due January 10, 2022, February 10, 2022 and March 10, 2022. There is a \$50 administrative fee per semester to enroll in this plan.

If your payment plan amount does not satisfy your bill, the difference should be paid, by the due date, to St. Bonaventure University. Any excess credit from the payment plan over St. Bonaventure's cost will not be refunded until the payment plan has been paid in full. Please call the Student Records and Financial Services Office to discuss the overpayment and ways to adjust the contract so you are not waiting for a refund.

Transcript holds are placed on any student account that chooses to use monthly payment plan, GA (Graduate Assistant) payment or RA (Resident Assistant) payments. These are elective plans for which the student or families decides to enroll which grant the student a postponement for their bill. Until full payment is received by the University the student account is not considered satisfied.

Local Banks and Bona ID Card

The local banks in the Olean/Allegany area offer a variety of arrangements for students to maintain checking and savings accounts. A local checking account is suggested in order to expedite purchases locally. Merchants do not normally accept out-of-town checks. An Automatic Teller Machine is located within the Reilly Center, adjacent to the University Bookstore, with Five Star Bank as the servicing bank. Visa, MasterCard, Discover and American Express are also accepted.

Bona ID Card

Your Bona ID card serves as your campus identification card, library card, building access card, meal plan card. Meal plans are required for students living on campus.