



**Policy Title:** Student Financial Responsibility  
**Document #:** 3403  
**Effective Date:** 12/10/24  
**Category:** Business, Finance, Budget and Audit  
**Responsible Office:** Bursar

**This policy applies to:** Employees, Students

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**Summary:**

As per the guidance from the New York State Office of the Attorney General, all SUNY schools are advised to require students to affirm enrollment and accept financial responsibility.

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**Policy:**

When registering for any class at SUNY Adirondack, students acknowledge and agree to a Financial Responsibility Agreement, in accordance with the Bill Adjustment/Liability Schedule, prior to each semester of registration. This is a legally binding contract to pay all tuition and fees on the student's account associated with registration. A student will also be held responsible for balances due to the loss/reduction of financial aid or other credit originally anticipated due to their ineligibility, attendance, incompletes paperwork, etc. Accepting financial responsibility represents the student's agreement that they are solely responsible for payment of all charges associated with their student account.

All charges are due at the beginning of each academic term. Students will not incur any financial liability for courses dropped before the start of an academic term.

SUNY Adirondack reserves the right to remove the student for non-payment, deny the student access to registered classes, and/or place a "hold" on the student's account [preventing the student from future registrations, residing in the residential hall or any other college service, except transcript] until the account is paid in full.



SUNY Adirondack reserves the right to use a collection agency or take legal action for any account balance due and may include collection and/or litigation costs or attorney fees.

Students must provide the College with updated contact information either through Banner or in person at the Registrar's Office in Warren Hall or at SUNY Adirondack Saratoga.

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### **Definitions:**

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Employee. Any person who works for the College for wages, salaries or stipends including part-time and full-time faculty, staff and administrators. Excludes consultants such as instructors for the Office of Continuing Education. Students who are also employees will, in most instances, be categorized for purposes of the policy as a student. The Associate Vice President for Human Resources will make the determination based on the situation presented.

Student: Any individual who is currently, or has formerly taken, courses at SUNY Adirondack, full-time, part-time, credit or non-credit.

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### **Other Related Information:**

New York State Finance Law Section 18 [Debt Payment/Collection]

[NYS Finance Law §18](#)

Board of Trustees Policy Manual Section 5: Finance and Business; 5.07 Tuition and Fees  
[N:\Policies,Processes,Procedures and Guidelines/Board of Trustees Policy Manual/Section 5 Finance and Business.pdf](#)

College Catalog

<https://sunyacc.smartcatalogiq.com/en/24-25/college-catalog/>

Collection of Unpaid Student Accounts policy # 3404

[N:\Policies, Processes, and Procedures\3400-3499 Business, Finance and Budget](#)

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### **Processes and Procedures:**

Verification

1. Students are responsible each semester to:
    - a. Read and accept the Financial Responsibility Statement;
    - b. Register for classes;
    - c. Review their bill for accuracy, including the tuition rate charged via the web self-service tool, Student Online Services;
    - d. Pay bills by the stated due date;
    - e. Follow the correct procedures to withdraw from classes as nonattendance of classes is not an official withdrawal and does not relieve the student of their financial obligation or entitle them to a refund.
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### **Forms:**

There are no related forms relevant to this policy.



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**Authority:**

Authority to Approve: Vice President for Administrative Affairs and Treasurer  
Responsible for Oversight: Director of Business and Financial Services

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**History:**

Student financial responsibility and financial aid acknowledgement has been provided on the College Catalog website. This is the first Student Financial Responsibility policy in this format.

On January 5, 2022 Governor Hochul directed SUNY to immediately end the practice of transcript withholding. The SUNY Board of Trustees passed a resolution on January 25, 2022 confirming the cessation of the practice of withholding transcripts from students with outstanding balances as a debt collection tool.

This policy was approved by the President on 12/5/24.

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**Review:**

Annually in January.

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**Appendices:**

None.

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