Adjust Bill, Accept Charges, Make Payment

Here’s how to take care of your online bill…

If you don’t plan to attend classes this semester and you are a matriculated undergraduate, please call Academic Advising at (518) 564-2080 to officially withdraw from college. Otherwise, call the Registrar’s Office at (518) 564-2100.

√ Login to MyPlattsburgh

√ Once you are logged in,
   Click ⇒ Student Services tab

√ Look for the Student Accounts box at the bottom right corner of the screen. Then,
   Click ⇒ My Accounts
   Click ⇒ [most recent term]

√ You should now be at the SUNY Plattsburgh Tuition Bill Adjustments screen.

√ Read the information about New York State Collection Law, then
   Click ⇒ [I Acknowledge Receipt of Debt Notice] button

Please review your tuition, fees, billed credit hours, room and meal charges to make sure everything is correct. If you find an error, please write us a note in the comment box. You will not receive a second bill.

If you have an issue with your financial aid or some aid does not appear on your bill, call the Financial Aid Office at (518) 564-2072. Private scholarships cannot be credited to your account unless they have been received by the College. Instead, you must pay the balance on your bill and then be reimbursed once the credit appears.

You need to resolve all your issues and accept your charges by the due date on your bill to avoid an administrative fee.

√ Once you read the instructions for adjusting optional fees, choose your options now, then
   Click ⇒ [Update Charges] button

If you make additional adjustments to your options, be sure to click the [Update Charges] button again before you click the [Accept Charges] button.

In order to waive hospital insurance, you must remove the charge from your optional fees and then enter your insurance carrier and policy number in the box provided.

√ If everything is correct, then
   Click ⇒ [Accept Charges] button

√ At the bottom of the SUNY Plattsburgh Account Summary with Financial Aid screen,
   Click ⇒ [Make a Credit Card Payment] or [Make a Web Check Payment] or
   Click ⇒ [Enroll in the College Payment Plan]

√ Print a receipt for your records.