

---

# **Student Academic Records and Financial Services (SARFS)**

**Billing and Financial Aid at a Glance  
for Graduate Students**

**University at Buffalo  
Fall 2009**

---

# Presentation Outline

- **Paying Your Bill**
- **Financial Aid Checklist**
- **Course Registration**
- **Student Academic Records & Financial Services (SARFS) contact information**

---

# Paying Your Bill

## Important Facts:

- Fall 2009 bills sent 7/27/09– due date of 8/25/09

### Fall 2009 Billing Dates

- Issued in the student's name.
- Mailed to the permanent address on file.
- Four bills are produced each semester.
- Bills include account activity up to the date they are produced. Subsequent activity will appear on the next bill.

---

# Paying Your Bill (continued)

## Charges Include:

- Tuition and Fees
- Housing and Food Service
- Student Medical Insurance
  - Complete SMI Waiver if you have your own coverage. Enrollment and Waiver Form
- Campus Cash/Misc. Charges



---

# Deferments On Your Bill

- The amount due will be reduced by the pending Financial Aid awards on your billing statement.

(Direct Loan Recipients - refer to slides 14&15)

- You must pay the amount due on your bill in full **by the due date** in order to avoid late fees.

---

# Graduate Tuition Remission/ Scholarship

- Tuition remission/scholarships are applied to tuition charges only and might not equal the full amount of your bill. Other charges/fees not covered are your responsibility.
- View and understand the [instructions](#)
- If a credit does not appear on your account, be sure to follow-up with your department/funding supervisor
- Must be a matriculated graduate student
- Be mindful of [Deadline Dates](#) for submission of forms

---

# Graduate Tuition Remission/ Scholarship (continued)

- If fees are covered by a training grant, a “Grant Billing Form” must be attached to the Tuition Scholarship Verification Form
- If student has not applied for NYS TAP because he/she has excess income and does not qualify – an official Tuition Assistance Program (TAP) Excess Income Affidavit must be attached to the Tuition Remission/Scholarship Verification form

---

# Payment Methods

- **Electronic Payment**
- **Credit/Debit cards with MC/VISA or Discover Logo. Note – debit cards carry maximum daily limits – check with your financial institution.**
  - **Account balance information and electronic payment is available online at:**  
**[src.buffalo.edu/epayment](http://src.buffalo.edu/epayment)**
    - **Account balance inquiry**
      - **requires a UB IT Name and Password**

---

## **Payment Methods (continued)**

- **Mail Payments – Check, money order, MC/Visa/Discover**
  - Use return address envelope enclosed with your bill
- **In-Person Payments at 232 Capen - Cash, Personal Checks and Credit Cards**
  - MasterCard, Visa, and Discover

---

# UB Time Payment Plan (UBTP)

- Application fee is \$45.00 per semester.
- Students who join in the fall will automatically be enrolled for the spring unless you cancel your membership by the due date of the last fall bill.
- UB Time Payment Plan terms are as follows:
- 50% of account balance is due each billing due date Sample Time Payment Plan
- UBTP Application

---

## Direct Deposit

- Apply to have your Financial Aid refunds directly deposited into your checking or savings account.
- We encourage submission of your application at least 4 weeks prior to the first day of class.
- [Direct Deposit Application](#)

---

# Financial Aid Checklist

- **Annual Application Process**
    - **2009-2010 Free Application for Federal Student Aid (FAFSA)**  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)
      - UB's Federal School code is 002837.
    - **2009-2010 Tuition Assistance Program (TAP)**  
[www.tapweb.org/totw](http://www.tapweb.org/totw)
      - **Full-time New York State Residents Only**  
(12 credit hours)
      - **UB's TAP School Codes:**
        - Graduate: 5130                      Medical/Dental: 5133
        - Law: 5132                              Undergrad: 1010
-

---

# Financial Aid Checklist (Continued)

- Step by Step Guide to Your Financial Aid Award Letter
  - **2009-2010 Award Letter**
    - **Accept your aid on BIRD at (716) 645-7800**
      - Grants and scholarships are already accepted for you.
    - **The Federal Direct Loan**
      - **Electronic Master Promissory Note (eMPN)**  
[src.buffalo.edu/financialaid/empn](http://src.buffalo.edu/financialaid/empn) and
      - **Entrance Counseling**  
[src.buffalo.edu/financialaid/entrance](http://src.buffalo.edu/financialaid/entrance)  
must be completed and on file at UB to reflect as a pending credit on the billing statement.
-

---

# Federal Graduate PLUS Loans

- Print and complete Graduate Data Form
- Credit check is required
- May borrow up to the cost of attendance less all other financial aid
- Student must complete a Grad PLUS eMPN which is separate from other student Direct Loan promissory notes that you may have previously signed.
- Borrowers are required to complete Grad PLUS Entrance Counseling before submitting the form.

---

# 2009-2010 Financial Aid Policies

## ■ Census Dates

- Financial aid awards are based on UB credit hours registered by the semester census date. The census date is the date a snapshot is taken of all student registration for financial aid purposes. **Be sure you are registered for the correct number of credit hours by this date –** otherwise your aid may require repackaging which may also affect your student bill.
- 09-10 Census Date Deadlines:
  - Fall semester – September 11, 2009
  - Spring semester – January 22, 2010

---

# Course Registration Options

- BIRD (UB's automated telephone system)
  - 716-645-7800
- Web Registration on MyUB
  - (UBit name required)

---

# New York State Residency for Tuition Purposes

- View and understand requirements to apply
- Generally, in-state tuition becomes effective one year after a student has established a New York State domicile.
- Graduate Assistants, Teaching Assistants, Research Assistants and Fellows
  - can be *considered* for residency for tuition purposes after one semester.
  - the same application must be used and appropriate documentation provided as required but for a 6-month or one-semester period of time and not a full year

---

# New York State Residency for Tuition Purposes (continued)

- **Application Deadline Dates:**
  - Spring Semester: December 1
  - Summer Session: June 1
  - Fall Semester: July 1

---

# **Student Academic Records and Financial Services (SARFS)**

**The Student Response Center (SRC)  
is the single point of contact for  
students who require the following  
services:**

- Financial Aid**
- Student Billing**
- Academic Records**

---

# Contacting the SRC

**SRC representatives can be reached  
Monday – Friday 8:30am-4:30 pm:**

- (716) 645-2450
- 1 (866) 838-7257 (Toll Free)

**To schedule an appointment with a Financial Aid  
Advisor**

- ( 716) 645-6013

**OR –**

**Email your inquires to: [src@buffalo.edu](mailto:src@buffalo.edu)**

- send emails from your buffalo.edu account
- be sure to include your person number in your email correspondence

---

# **“In-person” Locations**

## **North Campus**

- **232 Capen Hall** (Student Response Center)
- **109 Norton Hall**

## **South Campus**

- **104 Harriman Hall** (Student Response Center)

---

# **SRC Website**

**[src.buffalo.edu](http://src.buffalo.edu)**

**The Web site is a resource to:**

- **Download and print various [forms](#)**
- **Find answers to your questions**
- **Gain valuable information**