How to Accept Your Charges, Enroll in the Monthly Payment Plan and Make Your Initial Payment.

1) **Sign in to your (the student’s) myRedDragon account. For assistance with signing in, select one of the help links.**

2) **Select the Student tab (your home page may look slightly different)**
3) **Select “My Online Account” (your student tab may look slightly different)**

4) **Select the relevant term from the list(s):**

**Account Information**
- You must accept charges each semester, regardless of balance due.
- You must make minimum payment(s) due to avoid late fees.
- Selection of a term on this page will pass you into QuikPAY with that term’s current balance due defaulted in “Make Payment.”
- If you have multiple term balances, displayed (i.e., fall/winter or spring/summer) handle each separately.
- Payment amounts due may differ for each term you select. Return here to refresh amount(s) & term(s) for which you wish to “Make Payment.”

**Semesters With Balances - use to accept charges and/or make payments in QuikPAY**

**Fall Term 2017**

Accept Charges is required

Note the yellow triangle. Once you have successfully accepted your charges the triangle will no longer appear.

**Semesters Without Balances - use to accept charges on a semester where you have enough aid to cover your bill or to view the named semester account summary only**

**Spring Term 2017 - Review Account Summary**
**Fall Term 2016 - Review Account Summary**

**Access QuikPay for Billing and Other Information - use to set up authorized payers or for view access to QuikPay functions**

**Access QuikPay (Do NOT use this link to make payments)**
5) Review your account summary and select “Accept/Pay or Decline.” As changes are made to your account throughout the semester they will appear here in real time.

**Fall 2017 Account Summary**

*Fall Term 2017*

You have not accepted your charges for Fall Term 2017. Acceptance of charges is required by Tuesday, August 15, 2017 to keep your class schedule. Failure to accept charges may result in the loss of your Fall Term 2017 class schedule. See Payment/Acceptance Options below for details.

<table>
<thead>
<tr>
<th>Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample T. Student</td>
</tr>
<tr>
<td>1 Main Street</td>
</tr>
<tr>
<td>Hometown, NY 12345</td>
</tr>
</tbody>
</table>

The address above is what we have on record for your permanent address. If this is incorrect, please contact the Registrar's Office as soon as possible.

<table>
<thead>
<tr>
<th>Charges &amp; Adjustments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Assoc Fees</td>
<td>15.00</td>
</tr>
<tr>
<td>Activity Fees</td>
<td>110.00</td>
</tr>
<tr>
<td>Room Charges</td>
<td>3,950.00</td>
</tr>
<tr>
<td>Semester Tuition</td>
<td>3,335.00</td>
</tr>
<tr>
<td>Transportation Fee</td>
<td>77.00</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>202.00</td>
</tr>
<tr>
<td>College Fee</td>
<td>12.50</td>
</tr>
<tr>
<td>Student Life Center Fee</td>
<td>48.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>199.50</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>2,255.00</td>
</tr>
<tr>
<td>Health Fee</td>
<td>151.00</td>
</tr>
<tr>
<td>A/R Transcript Fee</td>
<td>5.00</td>
</tr>
</tbody>
</table>

**Charges:** $10,370.00

**Refunds Issued**

**Plus: Refunds:** $0.00

**Payments, Financial Aid Received**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Payment - Housing</td>
<td>150.00</td>
</tr>
<tr>
<td>Deposit Payment - Tuition</td>
<td>50.00</td>
</tr>
</tbody>
</table>

**Less: Payments Received:** $200.00

**Anticipated Financial Aid**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Staff Sub Loan</td>
<td>2,721.00</td>
</tr>
<tr>
<td>Federal Direct Staff Unsub Loan</td>
<td>990.00</td>
</tr>
<tr>
<td>NYS TAP Grant</td>
<td>250.00</td>
</tr>
<tr>
<td>SUNY Tuition Credit</td>
<td>72.50</td>
</tr>
</tbody>
</table>

**Less: Anticipated Financial Aid:** $4,033.50

**Current Balance Due From You:** $6,136.50

**Payment/Acceptance Options**

In order to accept financial responsibility or decline your attendance you must do one of the following:

- Print (from Quikpay), sign and return the acceptance/remittance portion of your bill with either full payment or payment plan amount/minimum amount due (check payments only by mail)
- OR - you may [Accept/Pay or Decline] on-line
6) **Review the verbiage, click “Accept,” then click “Continue:”**

**Accept Charges**

Make your selection from the options below and then press ‘Continue’.

- **ACCEPT** - I agree to the following:
  - If I have an outstanding balance I will also need to make a payment at this time to complete my acceptance.
  - I accept financial liability resulting from course registration.
  - I plan to attend SUNY Cortland for the semester indicated and want SUNY Cortland to hold and reserve seats in any classes for which I am registered.
  - I acknowledge that any change to my course registration(s) must be done according to published procedures and deadlines. Failure to do so may result in a balance due that I am required to pay.
  - I authorize SUNY Cortland to use my financial aid to pay any balance due for tuition, fees, room, and board, as well as residence hall damages, and parking or library fines for all terms. I understand I can rescind this authorization by submitting a written request to the Student Accounts Office. Revocation may result in a balance due that I am required to pay.

If you have a balance due, you should be prepared, at this time, to start a monthly payment plan or pay the remaining balance. Please do not continue if you are not prepared to make a payment at this time. You may return here at any time, without penalty, prior to the semester bill due date to accept your charges and make a payment. Payment of “minimum amount due now” on an invoice by an authorized payer will be construed as your desire to join a monthly payment plan and the Monthly Payment Plan Application Fee of $45 (non-refundable) will be added to your account. Failure to pay anything may result in loss of classes and/or application of late fees. Please contact Student Accounts at 607-753-2313 if you have questions.

- **DECLINE** - I am NOT attending for Fall Term 2016 - I agree to the following:
  - SUNY Cortland will de-register me from ALL of my courses.
  - All my housing and meal assignments will be deleted.
  - Tuition and/or housing deposits will be forfeited as a result of my action.

[Continue]

7) **Select “Start A Monthly Payment Plan:”**

**Accept Charges**

**Amount due:** $6136.50

[Start A Monthly Payment Plan (fees apply)]

[Pay Now In Full]
8) Review the terms and conditions of the program, select “I agree to all MPP terms,” and select “Start Monthly Payment Plan.”

Monthly Payment Plan

- There is a non-refundable application fee of $45.00 per semester which must be paid with the first installment.
- Payments, subsequent to enrollment in the plan, are due not later than the 15th of each month. If the 15th falls on a weekend or holiday, payment is due the next immediate business day. (See payment schedule.) Please print this schedule for your records. Late fees are applied to payments received after the 15th of each month.
- Payments are posted the date received. Payments received after 10:00PM EST will be credited the next business day. Payments not received by the due date may be assessed a late payment fee.
- All payment plans end the last month of the contract: November for fall and April for spring, and must be paid in full. The College reserves the right to deny future participation to students who fail to remain current on their payment plan.
- The College does not offer a payment plan for either winter or summer semesters.
- Bill reminders are emailed monthly to you at your cortland.edu address and any authorized payers at the email address specified by you. **Skipped, late or partial payments may result in application of late or administrative fees and a “hold” being placed on your account.** Such holds are not released until the current billed amount is paid in full. You are responsible for making payments according to the following payment schedule:

<table>
<thead>
<tr>
<th>Payment Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15, 2017</td>
<td>$1579.13</td>
</tr>
<tr>
<td>September 15, 2017</td>
<td>$1534.13</td>
</tr>
<tr>
<td>October 15, 2017</td>
<td>$1534.13</td>
</tr>
<tr>
<td>November 15, 2017</td>
<td>$1534.13</td>
</tr>
</tbody>
</table>

*An email reminder will be sent to you when your bill is available.

9) Review the payment schedule and print a copy for your records. Select “Make Payment.”

*** You are now enrolled in the Monthly Payment Plan. Please make your first payment. ***

Monthly Payment Plan

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*An email reminder will be sent to you when your bill is available on QuikPay.
10) You will now be placed in QuikPay. From the menu on the left select “Make Payment.”

11) Select your payment method (credit card, e-check or a previously-saved profile) and click “Continue.”
Enter Payment Amount

Please enter the amount you want to pay and click "Continue" button.

Payment Amount

Account: Student Accounts
Current Balance: $6,181.50
Payment Term Selected: Fall Term 2017
Total Pynt Term Balance: $1,579.13
Payment Amount: $1,579.13
Total Amount: $1,579.13
Payment Method: Select One...
12) Fill in all required information and select continue. See tip below on naming a profile.

To facilitate future payments, name and save a profile. This will allow you to make future payments without re-entering all the required fields again.

<table>
<thead>
<tr>
<th>Current Payment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accounts</td>
<td></td>
</tr>
<tr>
<td>Payment Amount:</td>
<td>$1545.30</td>
</tr>
</tbody>
</table>

**Credit Card Information**

- Cardholder's Name: [Input Field]
- Card Type: [Input Field]
- Credit Card Number: [Input Field]
- Expiration Date: [Input Field]

**Billing Address Information**

- Address 1: [Input Field]
- Address 2: [Input Field]
- City: [Input Field]
- State: [Input Field]
- Zip: [Input Field]

**International Address**

- Region/Province: [Input Field]
- Postal Code: [Input Field]
- Country: UNITED STATES

**Contact Information**

- Daytime Phone: [Input Field]

To save your account information for future use, enter a profile name and click the checkbox.

- Profile Name: [Input Field]  
- Save Profile: [Checkbox]
13) Review the information you provided and select “Confirm.”

14) You will receive a confirmation of your payment. We suggest you print a copy for your records.