How to Accept Your Charges and Make Your Full 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

### Permanent Address

Sample T. Student  
1 Main Street  
Hometown, NY 12345

*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>46.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>193.50</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

- Deposit Payment - Housing: 150.00
- Deposit Payment - Tuition: 50.00

**Less:** Payments Received: $200.00

### Anticipated Financial Aid

- Federal Direct Staff Sub Loan: 2,721.00
- Federal Direct Staff Unsub Loan: 990.00
- NYS TAP Grant: 250.00
- SUNY Tuition Credit: 72.50

**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.

7. Select “Pay Now In Full:”

Accept Charges

Amount due: $6136.50

Start A Monthly Payment Plan (fees apply)

Pay Now In Full
8. You will now be placed in our 3rd party billing and payment vendor, QuikPay. From the menu on the left select “Make Payment.”
9. Select your payment method (credit card, e-check or a previously saved profile) and click “Continue.”
10. 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.
11. Review the information you provided and select “Confirm.”

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