



Billing Instructions

Understanding Your Billing



Are you having trouble completing or understanding the Billing Process?

The Billing Process for your stay at SUNY Canton may be hard to understand. In the following slides, you will find a step-by-step guide on how to complete your bill in order to start and/or continue your stay at SUNY Canton!



INDEX

Already know what you're after? Click the link to go directly to that information!

<u>Logging into UCanWeb</u>	<u>4</u>
<u>Finding the Surveys</u>	<u>6</u>
<u>Completing the Enrollment & Billing Confirmation page</u>	<u>7</u>
<u>Completing the Financial Aid Disbursement Authorization page</u>	<u>11</u>
<u>Accepting your awards</u>	<u>15</u>
<u>Billing Overview</u>	<u>20</u>
<u>Numbers for help</u>	<u>23</u>

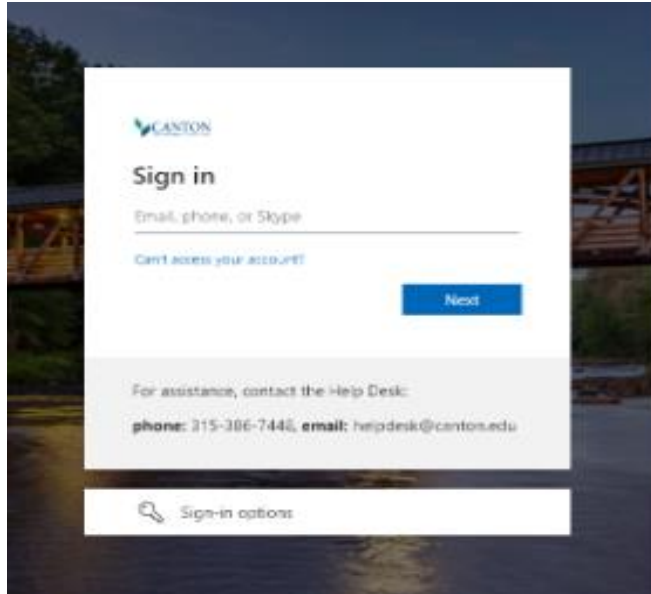
Step 1: Log in to your UCanWeb account



Your UCanWeb account

On the next screen, click on '[Enter Secure Area](#)'.

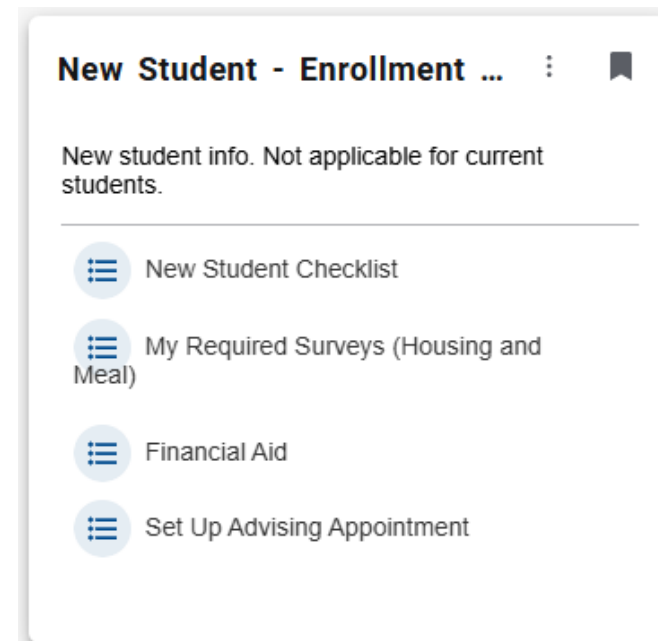
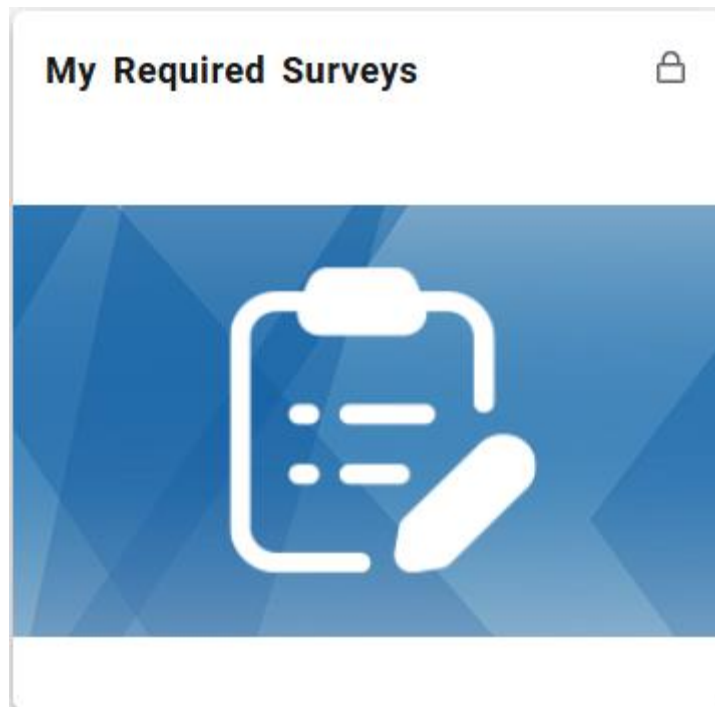
Use your NetID and password as your email:



**** netID and password are in your acceptance letter.**

****If you have difficulty logging in, call the Registrar's office at (315)386-7042.**

The following screen “my required surveys”; click on and complete both surveys:
‘Enrollment Confirmation/Billing Options’ page and the ‘Financial Aid Disbursement Authorization’ page.



** These surveys will be required before you can move on to the next page. If you make an error contact the Student Service Center.

Answer the questions the survey according to your student status.

Page 1:

MAIN MENU

Student Menu

New Student Checklist

Personal Information

Miscellaneous Student Requirements

CANTON

RETURN TO MENU

HELP

EXIT

Fall 2019

May 30, 2019 03:45 am

Choose Bill Options & Confirm Enrollment

Please read these questions carefully. Your responses will affect your bill when it is created later. You will be notified by email when your billing is available for the next semester.

* - indicates a required field.

Enrollment Plan

Please answer the questions below about your enrollment plan for the upcoming semester.

* 1. What is your plan for attendance this semester?(choose one)

Note: If you will not be returning an email will be sent to notify the Registrar's office of your decision. To contact the Registrar's office in writing use registrar@canton.edu or fax (315) 386-3819.

☐ I plan to register for classes this semester.

☐ I will not be returning this semester. (you may skip the remaining questions)

2. Are you expecting to be Full-time or Part-time this term?(choose one)

Note: All full-time students (12 or more credits) will be charged a health insurance fee each semester. The Health insurance waiver link is available from the Billing menu for those who have their own coverage and wish to waive the fee. For more information view the **SUNY Canton Health Insurance Information**.

☐ I plan to be Full-Time (12 credits or more) this semester.

☐ I plan to be Part-time this semester.

3. Are you expecting to graduate this semester?(choose one)

☐ I plan to graduate this semester. I understand that a graduation fee will be added to my bill.

☐ I do NOT plan to graduate this semester.

Answer the questions the survey according to your student status.

Page 2:

Roo Express Account

Roo Express is a flexible spending account. Funds can be spent on campus or at various locations off campus. For a list of off campus locations accepting Roo Express go to [SUNY Canton Roo Express](#) . All full time students will have a \$500 Roo Express charge added to their bill. If you would like to change the amount or opt out please indicate below. Please be advised that once you select your Roo Express option, it can only be modified by contacting Student Accounts at the One Hop Shop.

4. Would you like to setup Roo Express in the amount of \$500?:

- ☐ I accept the standard \$500 Roo Express charge. I understand this will be added to my bill.
- ☐ No thanks. I do not want to setup a Roo Express charge at this time.

4a. I would like to change my Roo Express charge from the standard \$500 to a different amount. Enter a new amount from \$1 - \$1200:

Vehicle Registration

5. Will you be parking a vehicle/car on campus?(choose one) [Parking Rules and regulations](#).

- ☐ I will be parking on campus. Please provide the vehicle information in 5a-d and answer question 6.
- ☐ I do not plan to be parking on campus. You may skip the remaining parking questions.

5a. Car License Plate #1:

5b. Car License Plate #2:

5c. Car License Plate #3:

5d. Motorcycle License Plate :

6. Will you be parking as Residential or Commuter student?: (choose one)

- ☐ Resident Student (Living on campus)
- ☐ Commuter Student

Answer the questions the survey according to your student status.

Page 3:

Enrollment Confirmation

By submitting this form I am confirming my intent to attend SUNY Canton for the upcoming semester. I understand and agree to the following:

- I accept the financial liability resulting from my course registration and all related charges on my student account.
- I understand that any financial aid listed on my bill may be estimated and resulting changes will be my responsibility.
- I understand that any unpaid charges at the end of the semester are subject to submission to the Attorney General per NYS Finance Law Section 18 and resulting holds will prevent future registration, access to semester grades, receiving official transcripts and receiving my diploma.
- If I decide not to attend I will notify the Registrar's office in writing (either paper or from SUNY Canton email account). For email use registrar@canton.edu or fax it to (315) 386-3819.

NOTE: Once submitted, corrections cannot be made online. Please contact the Student Service Center.

Page 1 of 1

Save Responses Without Submitting

Submit

Form Exit

Thank you for completing your Enrollment/Confirmation form. You may return to the Student menu now by clicking on the "Return to Menu" button below. An email will be sent to you if we need additional information and once your bill is fully processed you will receive a receipt by email.

[Return to Menu](#)

Answer the questions the survey according to your student status.

Please read these questions carefully. Your responses will affect your billing when it is created later. You will be notified by email when your billing is available for the next semester.

* - indicates a required field.

Federal Financial Aid Payment Authorization

- Examples of Federal Financial Aid - Pell grant, SEOG, Stafford loans, and Parent PLUS loan.
- Examples of Institutional Charges - Tuition, room, board and fees.
- Examples of Non-Institutional Charges - Roo Express, health insurance, parking fines/fees, library fines, dorm damage fines, health center supplies, rabies vaccinations.

Federal Financial Aid pays for Institutional Charges, but can be utilized in additional alternative methods if authorized by you. Furthermore, if the amount of your Federal Financial Aid is in excess of your Institutional Charges, then under Federal Financial Aid Guidelines, you need to determine how you want your excess Federal Financial Aid funding to be utilized.

Please provide a response to the following scenarios and then click Submit:

* 1. In the event that you incur Non-Institutional Charges and have Federal Financial Aid in excess of your Institutional Charges, please select the option below as to how you would like to pay for the Non-Institutional Charges:

- ☐ Please use my excess Federal Financial Aid to pay for my Non-institutional charges
- ☐ DO NOT use my Federal Financial Aid to pay for my Non-institutional charges; I will pay for my Non-Institutional Charges within 10 days of incurring them using cash, check, money order, electronic check or credit card (VISA, MasterCard or Discover)

* 2. In the event that you have an outstanding balance due from a previous academic year, please select the option below as to how you would like to pay for the previous academic year outstanding balance due;

- ☐ Please use my excess Federal Financial Aid to pay for my previous academic year outstanding balance due up to \$200.00. I understand that I am responsible for any amount over \$200.
- ☐ DO NOT use my excess Federal Financial Aid to pay for my previous academic year outstanding balance due; I will pay for my previous academic year outstanding balance due using cash, check, money order, electronic check or credit card (VISA, MasterCard or Discover)

Your responses will be in effect for the entire time that you are enrolled at SUNY Canton. Your responses may be changed at any time, by providing written notice to the Student Service Center, CC012. Any changes to your responses will not be retroactive.

Outstanding balances usually result in various holds being applied to alert you to resolve the outstanding balance.

Page 1 of 1

Save Responses Without Submitting

Submit

Form Exit

Thank you for completing your billing forms. You may return to the menu now by clicking on the "Return to Menu" button below. An email will be sent to you if we need additional information and once your bill is fully processed you will receive a receipt by email.

[Return to Menu](#)

If you have reached this point, you have completed your billing surveys! Make sure you have any other issues prepared for, and you stay on top of deadlines so you don't have to pay penalty fees.

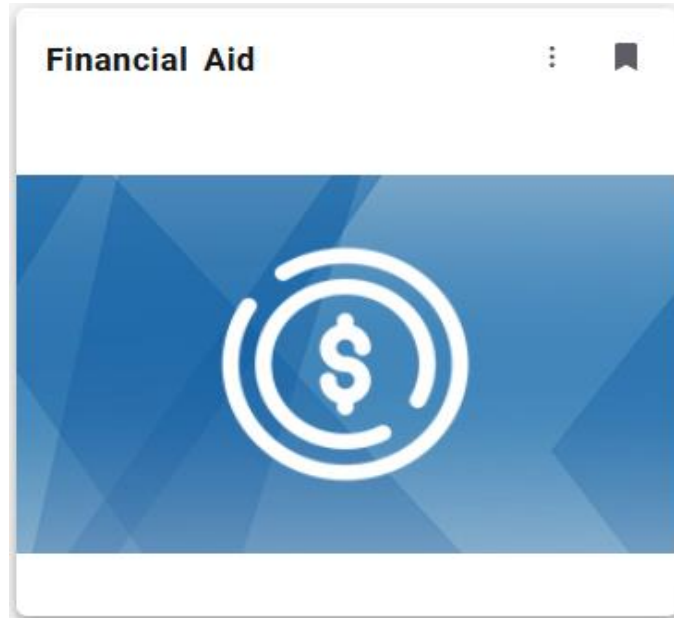
Watch your email for updates and any errors/delays/notices that the campus may send to you regarding any issue that may come up.

To reiterate: **YOUR BILL MUST BE SUBMITTED BY THE
DUE DATE OR THERE WILL BE A \$40
LATE FEE ADDED AND YOUR COURSES
MAY BE DROPPED!**

Accepting Awards

Awards are any type of financial aid that will help you with your tuition and other bills. When accepting these, you obtain money to help you pay for either incurrence.

Once you have successfully logged into your UCanWeb, and completed your surveys you will look for card that look like this:



Financial Aid

Aid Year: Aid Year Jul 2000 - J...

[Home](#) [Offer](#) [Financial Aid History](#) [Resources](#) [Notifications](#) [Satisfactory Academic Progress](#) [College Financing Plan](#)

Student Requirements ⓘ

Satisfied Requirements



Award Letter Notice
Last update: 07/26/2000

RECEIVED AND SATISFIED



Free Application for Federal Student Aid
Last update: 06/28/2000


RECEIVED AND SATISFIED

General Links

[Federal Aid Application or Renewal Application](#)
[Federal Student Aid Information](#)
[National Student Loan Data System](#)
[Department of Education Information](#)
[General Scholarship Search Tools](#)
[General Financial Aid Information](#)
[Consumer Information](#)
[Private Loan Search](#)

Be sure the correct aid year is selected.

Click offer



Financial Aid Aid Year: Aid Year Jul 2000 - J... ▾ ✉

[Home](#) [Offer](#) [Financial Aid History](#) [Resources](#) [Notifications](#) [Satisfactory Academic Progress](#) [College Financing Plan](#)

Student Requirements ⓘ

Satisfied Requirements

✓	Award Letter Notice Last update: 07/26/2000	RECEIVED AND SATISFIED
✓	Free Application for Federal Student Aid Last update: 06/28/2000	RECEIVED AND SATISFIED

General Links

- [Federal Aid Application or Renewal Application](#)
- [Federal Student Aid Information](#)
- [National Student Loan Data System](#)
- [Department of Education Information](#)
- [General Scholarship Search Tools](#)
- [General Financial Aid Information](#)
- [Consumer Information](#)
- [Private Loan Search](#)

On the Offer tab

Note: Pell and Tap awards do not need to be accepted.

Keep scrolling until you come to loans, accept or decline as needed to cover your bill.

Grants and Scholarships to Pay for College ⓘ


Type	Fall 2008	Spring 2009	Amount
Federal Pell Grant	\$2,366.00	\$2,365.00	\$4,731.00 ACCEPTED
Tuition Assistance Program	\$2,187.50	\$2,497.50	\$4,685.00 ACCEPTED
VESID/Access-VR Books/Sup...	\$495.00	\$550.00	\$1,045.00 ACCEPTED
	\$5,048.50	\$5,412.50	\$10,461.00

-\$10,461.00

Loans ⓘ

Type	Fall 2008	Spring 2009	Amount
Direct Federal Stafford Loan	\$1,750.00	\$1,750.00	\$3,500.00 ACCEPTED
Direct Federal Unsub Loan	\$2,373.00	\$2,373.00	\$4,746.00 ACCEPTED
	\$4,123.00	\$4,123.00	\$8,246.00
			-\$8,246.00

While still under the 'Accept Award Offer' tab, scroll down. You will see a list titled 'Unsatisfied Disbursement Requirements'. These are any requirements that have not been met by you as of your viewing of your bill. You must finish these to be disbursed your awards.

 The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.


Unsatisfied Requirements are the links that take you to the page(s) you need to fill out. Below are the most common links students need to complete.

[Completing a Master Promissory Note | Federal Student Aid](#)


[Entrance Counseling | Federal Student Aid](#)


Review Semester Bill

Student Accounts

 Account Information

 Account Summary

 Tax Notification (1098-T)

 Payment and Deposit Processing

 Transact Payments Portal

Billing

Prior to viewing your bill, please review the following items to ensure accuracy of your charges:

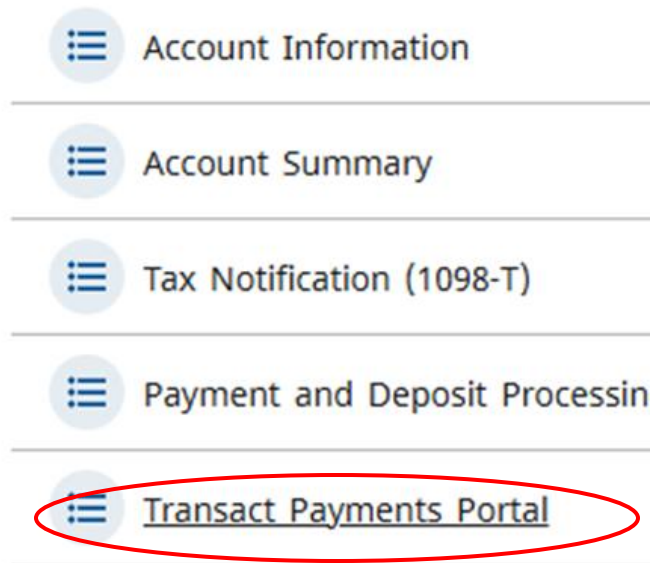
- View Billing instructions at [Billing Instructions](#) page
- Complete your Billing Survey on the [Required Surveys](#) page
- Complete your Housing and Meal Surveys to ensure your housing and meal charges are accurate
- Use the Transact Payment Portal to view bill, make payments or setup a payment plan

 Transact Payment Portal

Note: Once your bill has been processed you will receive a confirmation email from billing@canton.edu


Payment Options


Student Accounts





Students can pay their bill on-line in their UCanWeb in the Transact payments portal:


- ▶ Make a payment under the “Make a Payment” link off the menu screen
 - ▶ Select ‘Make a Payment”
 - ▶ Fill in the ‘Amount’ that you are paying from the most current ‘[Your Semester Statement](#)’
 - ▶ Select ‘Checkout’ to finish the transaction
- ▶ OR, Set up a Payment Plan in the ‘INSTALLMENT PAYMENT PLANS’ box
 - ▶ This box will break down your total due into 5 or 4 monthly installments.
 - ▶ The number of monthly installments is determined automatically based on the enrollment date into the payment plan.


 Roody Roo


 Overview

 Activity Details

 Make a Payment

 Payments

 Statements

 Sign Out



Roody Roo

SUNY College of Technology at Canton

Balance

\$40

Summary

[View statements](#)

(Spring 2020)

\$40.00

Balance

\$40.00

[View activity details](#)

Click here to
make your
payment

Click here to
view your
most recent
statement and
determine
your balance.



**Do you want
help paying?**

Do you know someone that would
like to help you pay? Invite them to
have access to your account!

For help on any of the steps, call:

Student Service Center

SUNY Canton
34 Cornell Drive
Canton, NY 13617

Financial Aid email:
finaid@canton.edu

Student Billing email:
billing@canton.edu

Tel: (315) 386-7616
(800) 388-7123
Fax: (315) 386-7930

- Billing help
- Financial Aid help
- Payment help

Registrar's Office

Miller Campus Center - 1st Floor
34 Cornell Drive
Canton, NY 13617

Phone: 315-386-7042
Fax: 315-379-3819
registrar@canton.edu

- Log-in information help
- Passcode/password help
- Username help
- SUNY Canton I.D. # help

Enjoy your stay at SUNY Canton,
where great majors lead to great careers!



WATCH YOUR EMAIL!

Delays happen; no one can predict all reasons your bill may be delayed. For this reason, students should watch their email! A notification will be sent to notify you of issues delaying the process.

An email will also be sent when your bill has been processed to confirm that you are officially registered.