

Old Westbury Hints for Parents and Students on Financial Aid, Billing & Payment Procedures

The Offices of Financial Aid and the Bursar at the College at Old Westbury have developed a list of important information related to student fees, billing, payment, financial aid and deadlines to help you navigate through these processes. Please read this carefully and retain for your future reference.

1. The Old Westbury portal and e-mail are the primary forms of communication from the Bursar and Financial Aid Offices. Students are responsible for checking the portal and e-mail regularly and reading messages sent from these offices. In addition, these offices, in conjunction with the Office of Communications, will alert you of urgent and important messages regarding financial aid or billing and payment information via phone calls or social media.
2. The Federal Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student records and applies to all schools that receive funds through the Federal Department of Education. Pursuant to the law, Old Westbury must comply with FERPA requirements. For more information, refer to <https://connect.oldwestbury.edu>.
3. If interested in financial aid, please note that the **Free Application for Federal Student Aid (FAFSA) must be completed every year to be considered for financial aid**. You may submit the FAFSA to the federal processor at <https://fafsa.ed.gov> with Old Westbury (**Code 007109**) listed in college choices. The College's deadline for filing the FAFSA is **April 15th**.
4. If you wish to apply for Federal PLUS loans or private educational loans, please note that the recommended deadline for a priority processing for the Fall term is **June 30th**. For information on other important dates, loan programs and application procedures, please go to <https://www.oldwestbury.edu/financial-aid>. We recommend that you use an estimate based on last year's total cost of attendance as a guideline since the official cost of attendance is not published until July.
5. **Please be advised that all financial aid award letters are electronic**. To view, accept or decline your award you must log into the college portal at <https://connect.oldwestbury.edu>. You **must** accept, reduce or decline your financial aid award online within **30 days** or your aid will be rescinded. You also can accept or decline portions of the award. Failure to comply with these procedures may result in automatic withdrawal of the offer.
6. If you have been selected for income verification or notified by Financial Aid that outstanding documentation is required, please submit the documents and forms as requested. Students cannot receive any aid until verification has been completed. To avoid delays, respond promptly to inquiries and information requests from Financial Aid. You may check your financial aid status at <https://connect.oldwestbury.edu>.
7. Students receiving scholarships or aid from non-College sources should submit scholarship checks (with Student Name, ID and name of awarding organization) or provide copies of the official scholarship notifications to Financial Aid to ensure proper crediting to student accounts for payment purposes. A non-College scholarship is usually an award from a high school; corporation or other private organization (does not include National Merit, ROTC, New York State programs or Old Westbury scholarships). Please note that receipt of non-College scholarships may change the amount of financial aid originally awarded.
8. Students awarded aid during periods when they will be participating in a study abroad must contact Financial Aid to determine if aid is eligible for these programs.
9. Students must maintain satisfactory academic progress to receive financial aid and maintain certain scholarships. It is the student's responsibility to understand the eligibility requirements for hours enrolled and GPA for their specific scholarships and awards.
10. A snapshot of Old Westbury's tuition and fees for New York State resident students and out-of-state students can be found at <https://www.oldwestbury.edu/bursar/tuition>. Tuition and fees are subject to change each year. The information related to cost of attendance is usually published online during the first week of July.

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11. Students must satisfy all charges by the stated Due Date to avoid a late payment fee and potential schedule cancellation. The Due Date is printed on the e-bills and posted on the Bursar's web page at <https://www.oldwestbury.edu/bursar>.

12. Please be advised that Old Westbury does **not** mail paper bills. Bills are available online via <https://connect.oldwestbury.edu>. An e-mail reminder will be sent to students when bills are available.

13. If a parent or guardian wishes to view a student's bill, financial aid status, pay by credit card, e-check, or enroll in a Tuition Payment Plan for a student, they must obtain permission from the student. Log on to the College portal <https://connect.oldwestbury.edu> by using your user name and password.

14. Old Westbury is pleased to offer an optional Tuition Payment Plan (TPP), which allows for tuition payment in two installments. Applications for TPP are available via the College's portal at <https://connect.oldwestbury.edu>. If you plan to use the Tuition Payment Plan, you must sign up each semester.

The Offices of the Financial Aid and the Bursar are both located on the upper level of the Atrium in the Student Services Center of the Campus Center Building.

Contact the Office of Financial Aid for federal financial aid programs, NYS aid programs, student loans, etc.

Website: <https://www.oldwestbury.edu/financial-aid>

E-mail: financialaid@oldwestbury.edu

Phone: 516 - 876-3223/3224

Mailing Address:

SUNY College at Old Westbury
223 Storehill Road, PO Box 210
Old Westbury, NY 11568
Attn: Financial Aid Office, Rm. H-100A

Contact the Office of Bursar for student accounts, bills and payment, payment plan, refund checks, etc.

Website: <https://www.oldwestbury.edu/bursar>

E-mail: bursar@oldwestbury.edu

Phone: 516 - 876-3168

Mailing Address:

SUNY College at Old Westbury
223 Storehill Road, PO Box 210
Old Westbury, NY 11568
Attn: Bursar's Office, Rm. H-100B