

**Please read and sign at the bottom in order to complete your registration:**

By my registration, I acknowledge responsibility for understanding the College's official policies concerning schedule changes and withdrawals and how these changes can affect my financial obligation to SUNY Schenectady County Community College (hereinafter referred to as SUNY Schenectady), as well as my eligibility for financial aid. I understand that if financial payment and/or arrangement have not been made by the due date, the College reserves the right to remove me as a student for non-payment, deny me access to my registered classes, or place a "hold" on my student record restricting me from registering until the account is paid in full. I also understand that if my financial aid is reduced or canceled, I am responsible for all charges on my account. Furthermore, I understand that fees are non-refundable.

Failure to attend classes does not absolve me from financial liability. In all cases it is my responsibility to drop classes by the published drop/add date or I will be held liable for these classes.

I understand that SUNY Schenectady and any third parties working on the College's behalf may use an automated calling system and a pre-recorded message to contact me by phone (on any number I have provided to the College, including my cell phone) regarding any outstanding account I have. Further, I understand that important information may be sent to me by text message and that to opt out of that convenience, I must send an email to [bursar@sunysccc.edu](mailto:bursar@sunysccc.edu).

By registering for courses at SUNY Schenectady, I understand, acknowledge, and agree to all terms and conditions set forth by the College including liability for all SUNY Schenectady tuition and fees, and other related charges, and will pay all reasonable costs and expenses for collection. Failure to pay my student financial obligation in full by the due date for the term allows SUNY Schenectady to exercise its right to pursue other action for collection. This includes, but is not limited to, turning over my past due account to a collection agency and/or other third party such as an attorney. If SUNY Schenectady refers my account balance to a third-party collection agency for collection, I will be responsible for any costs (including but not limited to collection fees) associated with the attempting to collect the monies due and owing. I understand a collection fee will be assessed at the maximum amount permitted by New York State Law and will be due and owing in full at the time of referral to the third party. SUNY Schenectady may also disclose to credit bureau organizations that I have defaulted on my student financial obligation to SUNY Schenectady.

By registering for classes, I also acknowledge that I am aware that I must adhere to the Student Code of Conduct and all SUNY Schenectady policies, which can be found at <https://sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Code-of-Conduct.html>

I agree to the SUNY Schenectady collection statement for the **Fall**\_\_\_\_\_ **Spring/Winter**\_\_\_\_\_ **Summer**\_\_\_\_\_ semester.

Student ID \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_