

March 23, 2020

Dear SUNY Poly Students,

We want you to know that we are working quickly to resolve the financial impact this transition to remote learning will have on a student's unused campus housing, meals, and fees for the remainder of the spring semester while taking into account student's financial aid awards.

Students living on campus prior to the COVID-19 crisis will receive a refund or credit for housing fees and meal plan fees (if applicable) based on the proportionate time between when they leave campus housing and the end of the spring term. Please note that the actual check-out date will not impact the amount of any credit or refund, which will be calculated as of March 23, 2020.

Students living off campus with meal plans will receive a refund or credit for the unused portion of their meal plans.

All students will receive prorated refunds or credits for certain other fees for services that have been discontinued due to the COVID-19 emergency. The calculation of the amount of the refund or credit is being determined for each of these fees. The fees eligible for a credit/refund include the Athletics and Student Activity fees.

As soon as additional information is available, we will update you. Credits or refund approaches will be finalized as soon as possible and certainly before the end of the spring semester. We recognize that this is a difficult time, and if you have a critical financial need, please contact the financial aid office.

For those who have left your belongings on campus, please note that those belongings will remain secure in your room until you are safely able to return to campus to retrieve them. We will notify you when it is safe to do so. A final, more formal check out process will be communicated at a later date. Please continue to visit SUNY Poly's dedicated webpage: <https://sunypoly.edu/covid19.html> for more COVID-19 updates, including an FAQ: <https://sunypoly.edu/sites/default/files/health-alerts/Refund-FAQ-3-23-2020.pdf>. The FAQ document will provide you with further information regarding refund/credits that we hope is helpful.

Sincerely,

Susan Head
Senior Associate Vice President for Finance
SUNY Polytechnic Institute