SEMESTER BILL PROCESSING INSTRUCTIONS

Here's a step-by-step guide for processing your bill at Alfred State College:

1. Access the Student Portal

- Go to: my.AlfredState.edu/finances.

- **Log in** with your username and network password. (For login help, contact the Help Desk at (607) 587-HELP or helpdesk@alfredstate.edu.)

2. Housing & Meal Plan Selection

- Select **"Choose Housing and Meal Plan"** to confirm your housing choice and meal plan.

3. Make Optional Bill Selections

- Click on **"Make Optional Bill Selections"** to add any non-institutional fees (e.g., Vehicle Registration, Graduation, Campus Spending Account (CSA)).

- If you're using Federal financial aid, complete the necessary authorizations.

4. View and Pay Your Bill

- Click **"Pay Bill/Sign up for e-Refund"** to be directed to Nelnet.

- Review your balance for accuracy. Click on **"Transaction Details"** for a detailed breakdown of charges and any paid or pending financial aid.

5. If Your Balance is Zero

- No further action is needed.

6. If a Balance is Due

- **Payment Options in Nelnet**:

    - **Make a One-Time Payment**: Use a credit/debit card or ACH. Select your semester and make a full or partial payment (full payment required to process the bill).

- **Set up a Payment Plan**: Split your balance into monthly payments. Confirm contact details, choose payment reminders, and review terms. Monthly payments will adjust if charges or credits change by $1,000 or more.

- **Payment Options Outside Nelnet**:

  - **By Mail**: Send a check or money order to Student Records and Financial Services, 10 Upper College Drive, Alfred, NY 14802. Include your student ID on the check.

  - **By Wire Transfer**: Follow the **Wire Transfer Instructions**.

Additional Notes

- **Not Attending?** Notify the college before classes begin to avoid charges.

- **Expecting a Refund?** Enroll in E-Refund on the Nelnet Home page under "**Manage Refunds"** for faster processing.

Need Help?

For assistance, contact the Student Records and Financial Services Office at **607-587-4253** (toll free **1-800-4-ALFRED**) or **sfs@alfredstate.edu**.