Confirmation of Enrollment

Please complete the following form ONLY if you are unable to confirm your enrollment using the preferred electronic form available through the BU BRAIN.

All students, both undergraduate and graduate, are required to complete Confirmation of Enrollment or all your courses may be cancelled whether or not your semester bill is paid.

Financial aid recipients must confirm enrollment to have funds credited to their account balance and/or to receive a refund (if applicable).

You are required each semester to confirm your enrollment to acknowledge that you have been presented with and reviewed financial aid, billing and refund policies as required by federal and state agencies, SUNY and Binghamton University.

You must be registered for at least one course to confirm enrollment. If you later add or drop a course (or courses) you do not need to file this form again. If you were dropped from all of your classes. You must re-register for at least one (1) course prior to submitting this form.

By signing, you accept and confirm the following statement:

I plan to attend Binghamton University in the ________________ semester. I agree to the financial obligation statement and Board of Trustees deadlines (see second page of this form).

Name: ________________________________

First                                Middle                                Last

B-Number ________________________________

Official Binghamton University Email Address:

Local Phone Number: ________________________________

Signature: ________________________________ Date: ________________________________

(mm/dd/yyyy)

How to submit:

Email registrar@binghamton.edu - You may email this form only if you sign and scan the document. Accepted formats .jpg, .gif, and .pdf

In person Financial Aid & Registrar Student Services Admissions Center AM-112

Mail Office of the University Registrar Binghamton University PO Box 6000 Binghamton, NY 13902-6000

Fax 607-777-6515
Confirmation of Enrollment

Confirmation of Enrollment Disclosures

What is confirmation of enrollment?

We are required to confirm your acceptance of charges, your review of required policies, and be assured you have reviewed and understand the Board of Trustees policies when you enroll in classes. We ask you to certify your understanding by completing the Confirmation of Enrollment form. If you fail to certify your understanding, we cannot offer you enrollment. You will be automatically removed from your courses if you do not complete this process by the fifth day of classes.

Students are asked to certify their understanding by completing the Confirmation of Enrollment process every term.

By “Confirming Enrollment” I agree to:

- Accept financial liability for tuition and fees.
- Understand that changes to registration will be assessed according the SUNY Board of Trustees refund/adjustment schedule (see schedule below).
- Understand that all billing notification is electronic and it is my responsibility to monitor my account and give access to authorized payers.
- Agree to make payment by the established deadline and acknowledge that late and/or partial payments are subject to additional fees.
- Understand that outstanding balances will result in a hold that will prohibit access to all registration activities and transcripts.
- Authorize Binghamton University to use any available financial aid to pay any balance due.

SUNY Board of Trustees Tuition Refunds/Adjustment Schedule
(Fall & Spring Semesters ONLY- summer and winter sessions have separate refund schedules).

Students who drop courses or withdraw from the University are entitled to a refund of tuition only. Fees are refundable only within the first week of classes and are nonrefundable thereafter. The following refund schedule applies to courses that are a full semester’s duration.

- First Week---------------100% Tuition and Fees
- Second Week------------70% Tuition ONLY
- Third Week-------------50% Tuition ONLY
- Fourth Week----------30% Tuition ONLY
- Fifth Week and after-----0%

Courses scheduled for less than a semester’s duration have a separate refund schedule. Consult the Student Accounts Office for information concerning such refunds.

The date used to determine the tuition cost for a dropped course is the date the student or department drops the course in the online system. Non-attendance in a course will not result in removal of the tuition charges from the bill.

The academic course drop deadline is not related to the deadlines for determining tuition liability.