

SKSP140: ACADEMIC & STUDENT AFFAIRS ADMINISTRATIVE SERVICE CHARGE POLICY

Issued by:

Student Services & Career

Established:

January 25, 2017

I. PURPOSE AND SUMMARY

1. The State University of New York (SUNY), Korea assesses administrative service charges on revenues collected by Academic & Student Affairs which charges for goods and/or services.
2. This policy is to establish a mechanism for recovering costs associated with providing administrative and operations services to the students by Academic & Student Affairs.

II. SCOPE

1. Department of Academic and Student Affairs: The administrative service charge is assessed on accounts that are within scholarship funds.

III. DEFINITIONS

1. Academic & Student Affairs: It is located at Room A201 and A208 in Academic Building A and it offers various services for students' convenience such as official documentation, student ID card service, etc.
2. Administrative service charge: It includes those fees listed in the "Document/Service Request Form" and are collected in accordance with procedures stated in the form. Service charges are assessed to cover the cost of goods or services provided by the Academic & Student Affairs.
3. Following are the examples of administrative service charge with may be imposed by the campus:
 - A. Enrollment Verification
 - i. An official document in English which provides enrollment status at SUNY Korea. It does NOT include individual course or grade information and does not provide GPA.

- ii. An enrollment verification document can be used whenever enrollment verification of student status is required for scholarship purposes, medical coverage, loan deferments, jury duty, car insurance, etc.
 - iii. An Enrollment Verification shows the following information:
 - 1) Student Name
 - 2) Semester(s) enrolled
 - 3) Start and end dates of each semester
 - 4) Status: Less than ½; Half-Time; Full-Time
 - 5) Expected graduation term
 - iv. It generally includes the most recently enrolled semester, but a student may request to verify more than 1 semester in the document.
 - v. In special cases, a student may request for Enrollment Verification in Korean, but it only verifies student enrollment status at SUNY Korea, not any other information such as credits earned or expected graduation date, etc.
- B. Leave Status Verification
- i. An official document in Korean that contains student's academic information such as ID number, major and entry year and proves that the student is currently in leave status at SUNY Korea with the requested date of leave of absence.
- C. Certificate of Expected Graduation
- i. An official document in Korean that contains student's academic information such as ID number, major and entry year, entry semester and anticipated graduation semester.
- D. Admission Confirmation Letter
- i. An official document in Korean that proves that the student is admitted to a specific semester. It is only for those who are admitted but did not make a deposit to the University yet.
- E. Degree Verification
- i. An official document issued by home campus that proves completion of degree program. It is only for those who have completed all requirements for the degree and has applied to graduate for a future semester.
- F. Scholarship Maintenance Certificate
- i. An official document in Korean which proves the student's scholarship funding status as the student currently satisfied the scholarship maintenance requirement.
- G. Certificate of Employment
- i. An official document in English under Dean of the Department of Academic and Student Affairs which proves student's employment history within SUNY Korea Work-Study Program.
- H. Proof of Residence
- i. An official document in Korean which proves international student's residence on campus. This document is to be submitted to the Korean Immigration Office to apply or extend the Alien's Registration Card.
- I. Other services such as student ID card replacement, rental for graduation cap and gown, verification of unofficial transcript, etc.

IV. POLICY

1. The University will assess an administrative service charge to recover costs incurred by the goods and/or services provided by the Academic & Student Affairs.
2. Administrative service charge rates are set by Dean of the Department of Academic and Student Affairs and can be adjusted at any time under Dean's approval.
3. The revenues from administrative service charge will be used for student scholarship funds, "Giving Back/Altruism Scholarship", which is given to any SUNY Korea students to honor and recognize outstanding achievement by students who contributed in the areas of service or volunteerism to the SUNY Korea community.
4. The Dean of the Department of Academic and Student Affairs is responsible for the development, compliance, monitoring and review of this procedure and any associated guidelines.

V. PROCEDURE

1. A student may request for document or service to the Academic & Student Affairs via Student Services & Career Team with the "Document/Service Request Form".
 - A. The "Document/Service Request Form" may be faxed or emailed to Student Services & Career Team at student@sunykorea.ac.kr from the student's University E-mail according to the SUNY Korea Student Communication Procedure.
 - B. Phone requests are not accepted.
 - C. Under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, non-University individuals (including parents) may not have access to educational record unless authorization from student is obtained. Therefore, Non-University individual or other third person including classmates cannot request for a student's document which includes enrollment status and academic information.
2. Related department or team issues the requested document:
 - A. Academic Team
 - i. Enrollment Verification (University seal and/or Dean's electric signature required)
 - ii. Leave Status Verification (University seal required)
 - iii. Certificate of Expected Graduation (University seal required)
 - iv. Admission Confirmation Letter (University seal required)
 - v. Stony Brook Degree Verification (University seal required)
 - vi. Scholarship Maintenance Certificate (University seal required)
 - B. Student Services & Career Team
 - i. Certificate of Employment (Dean's electronic signature required)
 - ii. Proof of Residence (University seal required)
 - iii. Student ID card replacement or re-registration (University seal required)
3. Any official document will not be issued to or for a student who is indebted to the University.
4. It takes 2-5 business days for processing of the documents. Urgent request is allowed, but an additional fee of 3,000 KRW will apply for each document.
5. A student is notified after the issuance via email by Student Services & Career Team and is required to visit the Academic & Student Affairs in person to pick up and pay the service

charge with cash as the University's official documents are available only for pick up. Official document(s) cannot be faxed or emailed to the individual or a third party.

6. If the document(s) will not be picked up in person, the student need to authorize the third person to pick up on behalf in the "Document/Service Request Form".
7. Payment of administrative service charges must be recorded both in the "Document/Service Request Form" and the general ledger and kept by Student Services & Career Team.
 - A. Money is to be kept separate and not comingled with other funds.
 - B. This money may not be used for alcoholic beverages, personal uses, or wages and gifts to employees or students.
 - C. All disbursements must have adequate receipts, a documented University business purpose, and approval from the Dean of the Department of Academic and Student Affairs.
 - D. Monies must be secured at all times.

VI. IMPLEMENTATION OFFICER

1. Student Services & Career Team is responsible for the promulgation and implementation of this procedure in accordance with the scope as outlined above. Inquiries about interpretation of this procedure should be directed to the implementation officer.

VII. REVIEW

1. This procedure is to be reviewed by June 30, 2018.

VIII. VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Dean, Academic and Student Affairs	January 25, 2017	February 1, 2017	New
2	Dean, Academic and Student Affairs	August 10, 2017	August 21, 2017	Title of the office to Academic & Student Affairs; Sec. 2.1 under Procedure; Sec. 3 under Policy; Definition of Degree Verification
3	Acting Dean, Academic and Student Affairs		February 1, 2018	Format change; V.2.A. Name change for Academic Affairs Team to Academic Team

Direct Questions to:

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Revised:

January 19, 2018