



# NYSOBBA

## Quarterly

Issue XXII

Winter 2004

### Board of Directors

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Western

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### *A Word from our President:*

Hello Fellow NYS Arctic Survivors!!

It has been a very tough winter for many of us, not only because of the stacks of work on our desks but, also, because of the almost daily need to shovel, scrape, brush and white-knuckle drive to and from our workplaces. We will certainly deserve and welcome Spring when it finally arrives!! This year, I don't think any of our regions were spared the ravages of Winter.

The NYSOBBA Board as well as the Long Island and NYC members are already thinking Spring and are knee-deep into the planning of a terrific, information-packed conference which will be held at the Sheraton in Smithtown, Long Island starting on Sunday, June 6<sup>th</sup>. Please check the NYSOBBA website frequently for the newest information which will get posted almost weekly as we get closer to June. Our Conference will be a very worthwhile expenditure of your time and travel budgets.

Over the years, there has been occasional discussion concerning the pros and cons of holding a golf tournament connected with the annual conference. I would like to take a few minutes to explain how the golf tournament has evolved. The golf tournament started out simply as a social event, designed to provide golf-playing members a chance to enjoy mixing business with the vendors with the pleasure of the sport. Over time it has evolved into more than that – it has become the major source of funding for the NYSOBBA John Karrer Scholarship Fund. We have many generous vendors who contribute in many different ways to the golf tournament. Without this tournament, we would not be able to continue awarding two scholarships to each region every year. And as you all know, funds are getting even harder for students secure. I think we can all agree that the scholarship is a VERY important initiative for NYSOBBA. We have considered the possibility of hosting smaller fund-raising golf tournaments to be held in various regions during the spring, summer and/or fall, but, it has been difficult for people to dedicate the time necessary to organize the tournaments. If any of you would be willing and able to take on this challenge, it would be most appreciated and would make a huge difference in the balance of the scholarship fund. There have been suggestions made that perhaps we could hold a "Miniature Golf Tournament" or a croquet tournament for the non-golfers! Would any of you be interested in organizing those activities? Wouldn't it be terrific to have all these going on at once – lots of laughs, lots of getting to know our fellow members and maybe even raise enough money to sponsor even more ( or bigger) scholarships.....

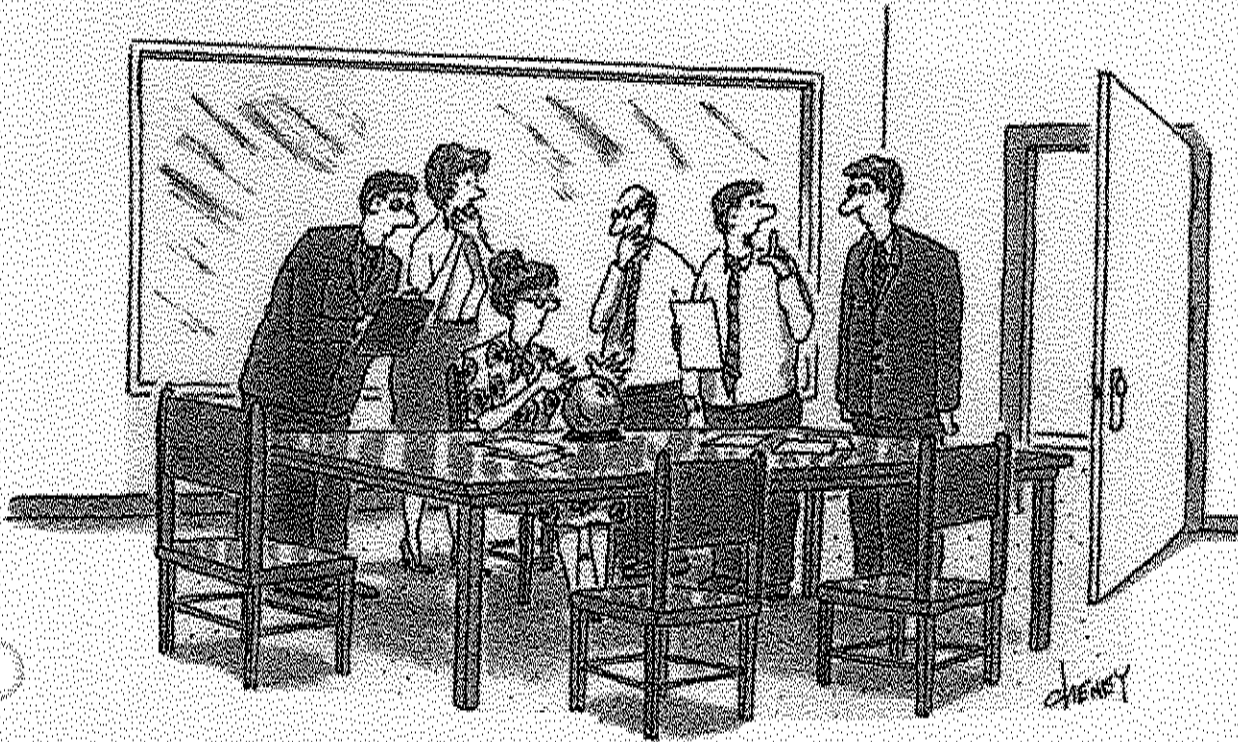
We are nearing the end of our membership 2003-04 membership drive. Please send your membership application and check in if you haven't already done so. We are striving for 100% renewals and a sizable increase in new members. Please continue to talk NYSOBBA up among your colleagues. The more of us involved, the better for all of us.

I hope to see you all in June – it'll be here before we know it!

Peg

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SURE, YOU'RE JUST IN TIME—MRS MUMSFORD FROM  
THE BURSAR'S OFFICE IS ABOUT TO DIVINE NEXT YEAR'S TUITION  
PRICE FROM THE COSMIC REALM.

ART & SCIENCE CROSS

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## HESC Update:

### **Michael R. Wilton, Jr. keeping NYS Higher Education Services Corp. competitive in ever-changing financial aid profession**

Michael R. Wilton, Jr., president of the New York State Higher Education Services Corp. (HESC), is keeping the state agency that helps people pay for college competitive in the quickly changing financial aid profession.

Appointed by Governor George E. Pataki and confirmed by the state Senate in September 2003, Wilton brings several years of experience in the business and political arenas to run the 750-person agency that awards more than \$3 billion in grants, loans and scholarships annually.

He is streamlining the 30-year-old state agency, implementing state-of-the-art technological advances, and keeping HESC in the forefront of the highly competitive \$45 billion financial aid industry.

Before joining HESC, Wilton was president of the USA Niagara Development Corp. in Niagara Falls for three years.

In that job, he oversaw the creation of the public benefit corporation and special subsidiary of the Empire State Development Corp., which developed tourism-based projects using private investment in the Niagara Falls area.

Wilton, with his strong background in public finance, negotiated development agreements and oversaw the creation of five high-profile projects in Niagara Falls, including a modern conference center and complimentary projects totaling more than \$63 million.

Prior to his work in Niagara Falls, Wilton worked for seven years in the Pataki administration in Albany and New York, serving as the governor's director of regional affairs. He worked in the state Assembly, and served as executive assistant for U.S. Senator Alfonse D'Amato for several years.

Wilton received his bachelor's degree in political science from Niagara University and his master's in business administration from Rensselaer Polytechnic Institute in Troy.

Wilton, his wife and their three children live in Albany.

HESC is the nation's largest in-state student loan guaranty agency that provides more scholarship money to college students than any other state in the nation.

The state agency guaranteed more than \$5.3 billion in new and consolidated student loans in 2003 and provided \$727 million through the Tuition Assistance

Program (TAP) to nearly 370,000 students in 2002-03.

HESC also administers more than 20 state and federal grants and scholarships, as well as New York's 529 College Savings Program, a nationally-acclaimed program which boasts more than \$2.2 billion in assets.

HESC provides training and technical services to financial aid administrators, high school counselors, and lenders.

### **HESC Introduces New Program Management Reporting Tools:**

You can now manage FFEL, TAP, and other state awards using new data reporting tools available on HESC's web site. College administrators can access these new features by going to Transaction Processing at [hesc.org](http://hesc.org), and choosing either Grants and Scholarships or Loans via the Web. There you'll see a complete menu of all the Standardized and Customized reports.

Here are some examples:

- Comparative Annual School Loan Volume Summaries, by number of students, dollar amount, lender, or class year

- Reports customized by you to highlight specific loans categories, dates, lenders, or class statistics

- Complete application data for all TAP applicants that choose your college code

- Discreet TAP reports for students approved, denied, in an error status, or who have not yet returned their ETA

- Payment Status Reports including listings of students certified, decertified, on a Roster, and not yet on a Roster

HESC recently e-mailed Bulletin #69 to schools with HESC EFAN Agreements, giving them full details of this new data management service.

For more information about these new program management reporting tools, and how to use them, contact your HESC Regional Service Coordinator. You can get RSC phone or e-mail information at [hesc.org](http://hesc.org) – go to the College Administrators and Lenders BusinessCenter and scroll down to "Working With HESC"; then click on "Regional Service Coordinators."

## Is the Bulletin a Contract?

by David T. Harmon, Esq.\*

Many of you have heard me speak at the NYSOBBA meetings about the importance of communicating to students their obligations regarding tuition, housing, payment obligations, costs, fees, other charges and related policies and procedures as often as possible. The goal is to create a contract with each student, so that attorneys like me can be better armed to convince the courts to find the student (now a debtor) liable for all costs, interest, fees, charges and expenses, among others. This contract is established in the institution's forms and documents used by the Bursar, Registrar and Financial Aid, which should include language covering costs, fees, etc. and the student-debtor's liability for them. Such language should appear in as many places and as often as possible to ensure that the message has been communicated. The college/university bulletin/catalog (and, concurrently, its web site) is a significant locale.

As part of my preparation for this column, I reviewed many of the reported cases where courts have interpreted the contractual relationship between students and the institution established by the bulletin/catalog. While courts have upheld the bulletin as a contract and thus enforced the liability of the student-debtor for costs, fees, and the like, it is significant to note that such holdings are a double-edged sword. Students, whether in debt-related or other contexts, have brought actions against the institution in their capacity as consumers claiming failure of delivery by the institution of services and benefits enumerated in the bulletin/catalog. Contained within the reported decisions on those cases are statements by the courts which support the theory of the bulletin/catalog as a contract. The following are brief excerpts in chronological order from some of these cases which should encourage institutions to evaluate and possibly revise the language in their respective bulletins/catalogs.

One case of long term standing is *Anthony v. Syracuse University*, 224, App. Div. 487, a New York Appellate Division case from 1928 which continues to stand for the principle that the relationship between a student and the university is contractual in nature. In 1962, the New York State Appellate Division, Second Department, in *Carr v. St. John's University*, stated that "[w]hen a student is duly admitted by a private university, secular or religious, there is an implied contract between the student and the university that, if he complies with the terms prescribed by the university, he will obtain the degree which he sought." In 1970, the Civil Court of the City of New York, Small Claims Part, in *Silver v. Queens College of the City University*, stated that "[t]he rights of the parties have been spelled out by the language contained in the defendant's [College] published curricula and the language contained on the receipt issued to the plaintiff [student] when he enrolled for the courses hereinbefore referred to. There is no language ambiguity in either of these instruments that needs

further construction by the court and the rights of the parties are clearly spelled out therein."

Citing *Carr v. St. John's University*, the Supreme Court of New York, Tompkins County, in 1972, stated that "[t]he relationship between a university and its students is one of contract...[i]t is set forth at page 71 in the "General Information Bulletin," for the academic year 1970-71, available to all Cornell students." See *In the Matter of Auser v. Cornell University*, 71 Misc. 2d 1084. Note the reference to the specific page contained within the university publication. Later, in 1987, in *Vought v. Teachers College, Columbia University*, 127 A.D.2d 654, the Supreme Court, Appellate Division, Second Department, cited *Carr* and stated that "[t]he rights and obligations of the parties as contained in the university's bulletins, circulars and regulations made available to the student, become a part of this contract." These cases were cited in *Andre v. Pace University*, 170 Misc. 2d 893, wherein the Supreme Court of New York, Appellate Term, Second Department, in 1996, reaffirmed that "[t]he relationship between plaintiff [student] and Pace University is contractual in nature..." and quoted the above sentence from *Vought*, and cited *Auser* and *Silver*, among others.

The net effect of these cases is to illustrate the significance of the bulletin and its contractual nature. Addressing the language in the bulletin and the web site, in addition to all other important locales, should provide institutions with better ammunition to counter the arguments raised by the student-debtor in the courts, and thus make it easier for attorneys to deliver results sought by their institution clients.

\*David T. Harmon, Esq. chair of the New York General Department of the law firm of St. John & Wayne, L.L.C., has extensive experience in the areas of corporate, commercial, employment law and higher education. His practice involves representation of institutional and closely held businesses, colleges and universities, as well as individuals in a wide range of matters. Mr. Harmon's representation of colleges and universities involves extensive general counsel work and the collection of outstanding tuition and housing receivables, as well as counseling regarding maximizing collections and coordination of department practices, procedures, and documentation to achieve that goal. He is the author of numerous articles and lectures frequently. The author wishes to acknowledge the assistance of Denorah M. Johnson in the preparation of this article.

This article is for informational purposes only and is not intended as legal advice or counsel.

If you would like to contact David T. Harmon, please call him at (212) 446-5006 or e-mail him at [dth@stjohnlaw.com](mailto:dth@stjohnlaw.com)

## NYSOBBA 2003-04 Scholarship Recipients announced:

### Central:

Bin Jiang                      Onondaga Comm. College  
Amanda Rose                Hartwick College

### Genesee Valley:

Magam Sufilita              RIT  
Matthew Young              SUNY Geneseo

### Long Island:

No awards

### Mid Hudson:

Donna Feustel              Culinary Institute of America

### New York City

No awards

### Northeast:

Tahira Reid Rensselaer    Polytechnic Institute

### Western:

Diana Coleman              Hilbert College  
Christopher Hoeflich        Canisius College

Mike Shanahan, coach of the Denver Broncos football team, has the following insight in creating a winning team on, or in, any field: **"How to Create the Team No One Can Beat":**

1. Teams matter more than individuals.
2. Every job is important.
3. Treat everyone with respect.
4. Share both victories and defeats.
5. Accept criticism.
6. Keep the boss well-informed.
7. Focus on your work ethic, not others'.
8. Allow for differences in lifestyle.
9. Be more creative than predictable.
10. Let go of failed ideas.
11. Employ structure and order.
12. Reward those who produce.
13. Find different ways to motivate your employees.
14. Keep your employees fresh.
15. Protest your system.

Source: *Think Like a Champion: Building Success One Victory at a Time*, HarperBusiness

## SO YOU THINK YOU KNOW EVERYTHING?

A dime has 118 ridges around the edge.

A cat has 32 muscles in each ear.

A crocodile cannot stick out its tongue.

A dragonfly has a life span of 24 hours.

A goldfish has a memory span of three seconds.

A "jiffy" is an actual unit of time for 1/100th of a second.

A shark is the only fish that can blink with both eyes.

A snail can sleep for three years.

Al Capone's business card said he was a used furniture dealer.

All 50 states are listed across the top of the Lincoln Memorial on the back of the \$5 bill...

Almonds are a member of the peach family.

An ostrich's eye is bigger than its brain.

Babies are born without kneecaps. They don't appear until the child reaches 2 to 6 years of age.

Butterflies taste with their feet.

Cats have over one hundred vocal sounds. Dogs only have about 10.

"Dreamt" is the only English word that ends in the letters "mt".

February 1865 is the only month in recorded history not to have a full moon.

In the last 4,000 years, no new animals have been domesticated.

If the population of China walked past you, in single file, the line would never end because of the rate of reproduction.

If you are an average American, in your whole life, you will spend an average of 6 months waiting at red lights.

It's impossible to sneeze with your eyes open.

Leonardo Da Vinci invented the scissors.

Maine is the only state whose name is just one syllable.

No word in the English language rhymes with month, orange, silver, or purple.

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On a Canadian two dollar bill, the flag flying over the Parliament building is an American flag.

Our eyes are always the same size from birth, but our nose and ears never stop growing.

Peanuts are one of the ingredients of dynamite.

Rubber bands last longer when refrigerated.

"Stewardesses" is the longest word typed with only the left hand and "lollipop" with your right.

The average person's left hand does 56% of the typing.

The cruise liner, QE2, moves only six inches for each gallon of diesel that it burns.

The microwave was invented after a researcher walked by a radar tube and a chocolate bar melted in his pocket.

The sentence: "The quick brown fox jumps over the lazy dog" uses every letter of the alphabet.

The winter of 1932 was so cold that Niagara Falls froze completely solid. (my dad was there and saw the old Rainbow Bridge go down)

The words 'racecar,' 'kayak' and 'level' are the same whether they are read left to right or right to left (palindromes).

There are 293 ways to make change for a dollar.

There are more chickens than people in the world.

There are only four words in the English language which end in "dous":  
tremendous, horrendous, stupendous, and hazardous

There are two words in the English language that have all five vowels in order: "abstemious" and "facetious."

There's no Betty Rubble in the Flintstones Chewables Vitamins.

Tigers have striped skin, not just striped fur...

TYPEWRITER is the longest word that can be made using the letters only on one row of the keyboard.

Winston Churchill was born in a ladies' room during a dance. (His mother was from Palmyra NY)

Women blink nearly twice as much as men. (called flirting)

Your stomach has to produce a new layer of mucus every two weeks; otherwise it will digest itself.

**Now you DO know everything!**

### **Words of Questionable Wisdom:**

Do not eat natural foods. I used to eat a lot of natural foods until I learned that most people die of natural causes.

Gardening Rule: When weeding, the best way to make sure you are removing a weed and not a valuable plant is to pull on it. If it comes out of the ground easily, it is a valuable plant.

The easiest way to find something lost around the house is to buy a replacement.

Never take life seriously. Nobody gets out alive anyway.

There are two kinds of pedestrians: the quick and the dead.

Life is sexually transmitted.

If quitters never win, and winners never quit, then who is the fool who said, "Quit while you're ahead?"

Health is merely the slowest possible rate at which one can die.

The only difference between a rut and a grave is the depth.

Give a person a fish and you feed them for a day; teach that person to use the Internet and they won't bother you for weeks.

Some people are like Slinkies: not really good for anything, but you still can't help but smile when you see one tumble down the stairs.

Health nuts are going to feel stupid someday, lying in hospitals dying of nothing.

Have you noticed since everyone has a camcorder these days no one talks about seeing UFOs like they used to?

Whenever I feel blue, I start breathing again.

All of us could take a lesson from the weather: it pays no attention to criticism.

Why does a slight tax increase cost you two hundred dollars and a substantial tax cut saves you thirty cents?

In the 60's, people took acid to make the world weird. Now the world really is weird and people take Prozac to make it normal.

Politics is supposed to be the second oldest profession. I have come to realize that it bears a very close resemblance to the first.

How can one careless match start a forest fire but it takes a whole box to start a campfire?

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## **Agenda (tentative) 27th Annual Conference 2004:**

### **Sunday, June 6**

- 10:00am                    Committee Meeting
- 10:30 - 3:30              Karrer Scholarship Golf Tournament
- 12noon -                   Registration Open - Brookhaven Room
- 3:00 - 5:00                Novice Training-Part I - Seminar Room
- 3:00 - 5:00                State Audit Update
- 5:30 - 7:00                Beer, Soda, Wine & Cheese Welcome -- Vendor Room**

### **Monday, June 7**

- 7:30 - 8:30am             Breakfast-- Vendor Room
- 8:30 - 4:00                Registration--Banquet Lobby
- 8:30 - 10:00               FERPA- Nassau Room
- 10:00 - 10:25             Break to visit Vendors- coffee,tea,water,soda & bagels from breakfast
- 10:30 - 1:00               Novice Training & Beginner Tap& Title IV recaic refresher
- 10:30 - 11:30              TAP Customized Report Demo
- 11:30 - 1:00               International Workshop- **Dr Elizabeth Barnum, SUNY Stonybrook**
- 1:00 - 2:00                **Lunch-Pronto Buffet--General membership-new RD for NE, MH & Central**
- 2:00 - 3:30                Cross Cultural Business Affairs Presentation-**Dr Elizabeth Barnum, SUNY Stonybrook**
- 2:00 - 3:00                Perkins Soup to Nuts
- 3:30 - 4:00                Visit Vendors**
- 4:00 - 5:00                HESC Executive Update
- 6:00-                        Offsite-Dinner**
- 8:00-                        T-Shirt Auction

### **Tuesday, June 8**

- 7:30 - 8:30am             Board Meeting--
- 7:30 - 8:30                Continental Breakfast -- Vendor Room
- 8:30 - 3:00                Registration Table Open
- 8:30 -10am                Motivating & Communicating with your dept & others:
- 10:00 - 10:25             Break to visit Vendors- coffee, tea, soda, water**
- 10:30 - 12:30              Collections 101 Frank Rao, ICR  
Collections 102 Don Lusk
- 12:30- 1:30                Lunch-Golf Awards**



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1:45 - 3:30

Collections101 Frank Rao, ICR  
Collections102 Don Lusk

3:30 - 4:00

**Visit Vendors- Cookies, coffee, tea, water, soda, fruit**

4:00 - 5:00

Online Payments &CC solutions Panel Discussion-  
Touchnet, Sallie Mae, Kevin Smith

6:00- 7:00

**Cocktail Hour- 2 drink tickets & hourderves**

6:30

**Dinner – Sheraton**

Keynote Speaker- **Dr. Albert E. Donor, President, Dowling College**

Recognition Awards-President's award, Board Award, Regional Certificate awards  
DJ

8:00 -12:00

**Wednesday, June 9**

7:30 - 8:30am

Continental Breakfast

8:30 -10:00am

College Savings Program/EFT-

10:00 - 11:30am

Information Interchange - Discussions on surviving 1098Ts  
Refund Madness  
Software  
And more

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# Registration Form

## NYSOBBA's 27th ANNUAL CONFERENCE JUNE 6th-9th 2004

Hurry, the first 25 people to get their Registration and Payment in receive a  
**FREE** golf shirt!!!

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax# \_\_\_\_\_

Email \_\_\_\_\_ Student Acct. Software \_\_\_\_\_ Region \_\_\_\_\_

Check all that apply below:

This is my first NYSOBBA conference

I am a new member

I will be attending the full conference at \$125.00

I will need a box lunch to go on Wednesday

**OR**

For the DAILY Attendee Conference Fees & Meal Costs:

\$ 50.00 Monday only conference fee

\$ 30.00 Sunday only conference fee

\$ 50.00 Tuesday only conference fee

\$ 30.00 Wednesday only conference fee

**Monday, June 7**

\$ 12.00 Breakfast

\$ 21.00 Lunch

\$ 47.00 Dinner

**Tuesday, June 8**

\$ 12.00 Breakfast

\$ 21.00 Lunch

\$ 50.00 Dinner

**Wednesday, June 9**

\$ 12.00 Breakfast

Box Lunch to go

Please remit appropriate fee(s) payable to NYSOBBA and mail it along with this completed registration form by **May 10, 2004** to:

Mr Larry Brennan, Bursar  
SUNY Health Science Center  
750 E. Adams Street  
Bursar's Office-Room 200 CAB  
Syracuse, NY 13210

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## Planes, Trains & Automobiles

### Travel Suggestions for the 2004 Annual NYSOBBA Conference on Long Island:



by plane....

Try to fly into Islip/MacArthur Airport. It's only 10 miles from the hotel & the Sheraton offers complimentary shuttle.

JFK or LaGuardia are approximately 35 miles from the hotel. The hotel from these airports provides no shuttle. The drive will take you about 40 minutes from here.

Visit [www.travelocity.com](http://www.travelocity.com) to view the best schedule for you.



by train....

Take Amtrak to Penn Station. From there it's a hop onto the LIRR! Take that to the Brentwood station. The hotel does provide a shuttle—call ahead to schedule a PU.

Visit <http://lirr42.mta.info/index.asp> for a train schedule.



by car....

Take I-495 (LI Expressway) East to exit 53-Wicks Road. Turn left on to Wicks Road & then a quick right on to Vanderbilt Motor Pkwy. Less than a mile down the hotel is on the left.

Visit [www.mapquest.com](http://www.mapquest.com) The hotels address is:

110 Vanderbilt Motor Parkway

Smithtown, NY 11788

631-231-1100

**The Smithtown Sheraton is happy to accommodate early arrivers at the conference room rate. So, come early & enjoy the beautiful sights on Long Island!**

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## **NEXT NEWSLETTER EDITION**

*By Kathie Owens, Newsletter Publisher*

As always, we welcome your articles, announcements, updates, and feedback. We continue to strive to deliver the NYSOBBA Quarterly on a timely basis. We need you to continue to support this publication with your articles and other information.

We hope to publish the next Quarterly on or before April 30, 2004. Please e-mail your articles to me no later than April 20, 2004 at [kowens@ithaca.edu](mailto:kowens@ithaca.edu).



**Christine Burke**  
**National Account Executive**  
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**26 Edward Street, P.O. Box 100**  
**Arcade, NY 14009**

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**F 877-324-0409**

**[www.pioneer-credit.com](http://www.pioneer-credit.com)**

Pioneer Credit Recovery, Inc. (Pioneer) is a corporation that provides immediate, professional debt management solutions in the field of student loans and receivables. Our experience with and commitment to educational debt management provides collection partners with a contractor that has the capacity, technology, personnel and knowledge to receive your student accounts, comply with the resolution process and substantially reduce delinquencies.

**S & St. John & Wayne, L.L.C.**  
Attorneys at Law

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**W**

*Effective Representation You Can Count On*

**Our representation of colleges and universities** involves extensive general counsel work and the successful, results-oriented collection of outstanding tuition and housing receivables. Counseling is provided regarding maximizing collections.

We have designed and introduced the **Wheel of Communication** – a model by which your accounts receivable collections can be maximized – to help you present the best possible case to the Court.

**Our higher education clients** are also represented in e-commerce and technology matters, including on-line learning and registration, software licensing and database management. Our Firm's attorneys also provide legal services to our higher education clients in most of the Firm's other practice areas, including litigation, labor and employment, intellectual property, licensing, real estate, financing, corporate and securities law.

*Interesting Fact:*

*David T. Harmon, Esq. presented "Communicate for Better Collection Results" at the June 2003 NYSOBBA Annual Meeting in Saratoga Springs, New York.*

**Feel Free to Contact David T. Harmon, Esq., Partner, at:**

**St. John & Wayne, L.L.C.**

70 East 55<sup>th</sup> Street  
New York, NY 10022  
phone: (212) 446-5006  
fax: (212) 446-5055

Two Penn Plaza East  
Newark, NJ 07105  
phone: (973) 491-3332  
fax: (973) 491-3555

email: [dth@stjohnlaw.com](mailto:dth@stjohnlaw.com)  
[www.stjohnlaw.com](http://www.stjohnlaw.com)



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**NYSOBBA 2003-2004 Advertising Request Form**

*All fields must be completed*

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Ad/Logo enclosed:  Yes  No (Send via E-mail attachment to [mhb14@columbia.edu](mailto:mhb14@columbia.edu))

*All ads will be considered as they are received. If your choice is not available, you will be notified by telephone or E-mail. You will be given the option to select another space or have your payment returned. Ads will not be considered without payment. We reserve the right to refuse any ad or solicitation that is not related to higher education or does not support the ideals and mission of the NYSOBBA.*

**Options & Costs**

\_\_\_\_\_ 1/4 page ad, \$100 per issue  
\_\_\_\_\_ 1/2 page ad, \$150 per issue  
\_\_\_\_\_ Full page ad, \$250 per issue

*(All ads will be printed in black ink)*

Advertisements must be sent to: Kathie Owens  
Office of the Bursar  
210 Job Hall  
Ithaca College  
Ithaca, NY 14850-7032

Payment must be sent to Mr. Larry Brennan, Bursar  
SUNY Health Science Center  
155 Elizabeth Blackwell Street  
Syracuse, NY 13210

All checks must be made payable to NYSOBBA Advertisement.

**Newsletter publication preference**

\_\_\_\_\_ Summer/Fall (published by 9/30)  
\_\_\_\_\_ Winter (published by 1/31)  
\_\_\_\_\_ Spring (published by 4/30)

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**NEW YORK STATE ORGANIZATION OF  
BURSARS AND BUSINESS ADMINISTRATORS**

**2003-2004 INSTITUTIONAL and ASSOCIATE MEMBERSHIP FORM**

Please complete this section if you are requesting an INDIVIDUAL membership and attach payment of \$60. Make check payable to NYSOBBA. Please write/print legibly.

Title _____	Institution/Company _____
Address _____	City, State _____
Telephone _____	Zip Code _____
Region for Institutions _____	Fax # _____
	E-mail: _____

Please complete this section if you are requesting an INSTITUTIONAL or ASSOCIATE membership and attach payment of \$175. Make check payable to NYSOBBA. Institutional/Associate memberships allow five (5) members.

Institution/Company \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Region for Institutions \_\_\_\_\_ Fax # \_\_\_\_\_

NAME Last \_\_\_\_\_ First \_\_\_\_\_

Title \_\_\_\_\_ Telephone # \_\_\_\_\_ E-mail: \_\_\_\_\_

NAME Last \_\_\_\_\_ First \_\_\_\_\_

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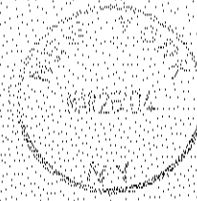
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Please return this form with your payment to: **Mr. Larry Brennan, Bursar**  
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# **NYSOBBA**

c/o Kathie Owens  
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Peg Ehmann  
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