

Office of the Bursar Spring 2020 Term

To review your bill and/or financial aid information, we advise students to log on to [CUNYfirst](#). We ask that you pay your tuition before the payment due date to avoid a Bursar Hold and \$15 Late Payment fee.

Spring 2020 Payment Due Dates *(term begins Monday, January 27, 2020)*

<u>First Registered:</u>	<u>Payment Due Date:</u>
October 20 – December 18	Thursday, January 3, 2020
December 19 – January 20	Saturday, January 20, 2020
After January 21	Payment due immediately

If you decide not to attend the Spring term, courses MUST be dropped by Sunday, January 26, 2020 to avoid any liability charges (See Refund/Obligation Schedule below). For instructions on how to drop a course, please click [here](#).

Spring 2020 - Tuition Refund & Obligation Schedule	Refund <i>(if paid)</i>	Obligation <i>(if not paid)</i>
Drop course(s) prior to January 26	100%	-0-
Drop course(s) January 27 – February 2	75%	25%
Drop course(s) February 3 – February 9	50%	50%
Drop course(s) February 10 – February 16	25%	75%
100% Liability Withdraw on February 17 and thereafter	None	100%

*Student fees are non-refundable on or after the first official day of classes: **Monday, January 27, 2020.***

PAYMENT OPTIONS

- **Online Payment (via e-Check or Credit/Debit Card):** Pay online through [CUNYfirst](#) by EFT (Electronic Funds Transfer) and/or Credit/Debit Card. Please have your bank account and routing number available for an EFT payment. There is no fee for using the e-Check option. For Credit/Debit Card payments, there is a 2.65% Service Fee (of the full payment submission) charged for a credit/debit payment. **Please remember to disable your pop-up blocker on your browser.**
- **Money Order or Personal Check ONLY** are accepted in person and by mail. Please make your check payable to **CUNY School of Public Health**, include your full name and Sophas/CUNYfirst Empl. ID and bring/mail to:

CUNY Graduate School of Public Health and Health Policy
55 West 125th Street, 5th floor, New York, NY 10027
Attn: Office of the Bursar

SPH BURSAR'S OFFICE DOES NOT ACCEPT CASH AND CANNOT PROCESS PAYMENTS OVER THE PHONE

- **Nelnet Payment Plan:** Pay your bill by making monthly payments through a [Tuition Payment Plan](#). Students can sign up through Nelnet for upcoming, not previous terms. The plan provides students with the option of paying tuition and fees over a period of up to six months for the Fall and Spring terms.

To enroll, first disable pop-up blockers, log on to [CUNYfirst](#), go to *HR Campus Solutions*, click on *Self-Service* and go to your Student Center > Go to *Finances* and select *Enroll/Manage Payment Plan*.

Cost to Participate

- \$40 Enrollment Fee per semester (a 2.65% Service Fee charged for a credit/debit card payments)
- \$30 Returned Payment Fee is charged, per occurrence of returned payment

SPRING 2020

Last day to enroll	Number of payments	Months of payments
November 21, 2019	6	November - April
December 23, 2019	5	December - April
January 22, 2020	4	January - April
February 3, 2020	3	February - April

- **Third-Party Payments, Vouchers and Waivers:** An official tuition voucher/letter by your sponsor or employer must be approved in order to be honored and must be received by our office prior to the tuition payment deadline each semester. You can email your third party payment document to bursar@sph.cuny.edu, however all originals MUST be delivered in person or mailed to the Bursar's attention.
 - Your sponsor's voucher/letter should include the following:
 - Student Name
 - Student ID
 - Amount awarded
 - Semester
 - Sponsor or Employer's company name, address, and invoicing instructions/requirements.
 - Students will be held liable for their tuition and fees if payment is not received by the school.
 - Most third party payments do NOT pay for late drops during the first three weeks of classes. If you drop a class, please be prepared to pay for it.
 - Payment letters will ONLY be accepted, if they are not contingent upon particular grades being earned.
 - If your third party payment document is not sufficient to cover your tuition and fee bill, you will be responsible for paying the remaining balance.

EBill / Receipts: Log-on to [CUNYfirst](#) > Student Center, under *Finances* select the institution and click on the drop down menu where it says *other financials*. From the drop down menu, select eBill. The two most current terms will have an eBill available. Please make sure to disable pop-up blockers.

CONTACT US

Phone: 646-364-9550

E-mail: bursar@sph.cuny.edu (Please allow 24 – 48 business hours for a response from our office). To abide by FERPA, please email using your SPH email address and state your CUNYfirst Empl. ID number for verification.

Office Hours: Monday, Tuesday, Thursday 10am – 4:45 pm; Wednesday 10am – 6pm; Friday 10am – 1 pm.