

## Office of the Bursar Summer 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.

### Summer 2020 Payment Due Dates (*term begins Monday, June 1<sup>st</sup>, 2020*)

**First Registered:**

March 24 – April 26  
April 27 – May 15  
May 16 – May 31  
After June 1

**Payment Due Date:**

Thursday, May 7, 2020  
Monday, May 18, 2020  
Sunday, May 31, 2020  
Payment due immediately

If you decide not to attend the Summer term, courses MUST be dropped by Sunday, May 31<sup>st</sup>, 2020 to avoid any liability charges (See Refund/Obligation Schedule below). For instructions on how to drop a course, please click [here](#).

Summer 2020 - Tuition Refund & Obligation Schedule	Refund (if paid)	Obligation (if not paid)
Drop course(s) prior to June 1 <sup>st</sup> , 2020	100%	-0-
Drop course(s) June 1 – June 4	50%	50%
Drop course(s) June 5 – June 7	25%	75%
100% Liability Withdraw on June 8 <sup>th</sup> and thereafter	None	100%

*Student fees are non-refundable on or after the first official day of classes: Monday, June 1<sup>st</sup>, 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 125<sup>th</sup> Street, 5<sup>th</sup> 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 and up to three months for the Summer term.

**Please Note:** Nelnet is currently working on providing enrollment dates for the Summer term, please visit [mycollegepaymentplan](#) for up to date information regarding the Nelnet Payment Plan for CUNY.

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
- **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](mailto: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](mailto: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:** The Office of the Bursar will be working remotely and available via e-mail only due to the Covid-19 outbreak.