

Office of the Bursar Fall 2021 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.

Fall 2021 Payment Due Dates (*term begins **Wednesday, August 25, 2021***)

<u>First Registered:</u>	<u>Payment Due Date:</u>
May 6 – June 30, 2021	Wednesday, July 14, 2021
July 1 – July 28, 2021	Wednesday, August 11, 2021
July 29 – August 18, 2021	Wednesday, August 18, 2021
After August 19, 2021	Payment due immediately

If you decide not to attend the Fall term, [courses MUST be dropped by Tuesday, August 24, 2021](#) to avoid any liability charges (See Refund/Obligation Schedule below). For instructions on how to drop a course, please click [here](#).

Fall 2021 – Tuition Refund & Obligation Schedule	Refund (if paid)	Obligation (if not paid)
Drop course(s) prior to August 24, 2021	100%	-0-
Drop course(s) August 25 – August 31	75%	25%
Drop course(s) September 1 – September 7	50%	50%
Drop course(s) September 8 – September 14	25%	75%
100% Liability Withdraw on September 15 and thereafter	None	100%

*Student fees are non-refundable on or after the first official day of classes: **Wednesday, August 25, 2021.***

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 by mail. Please make your check payable to **CUNY School of Public Health**, include your full name and Sophas/CUNYfirst Empl. ID and 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 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.

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*. For additional help, please call Nelnet at **888.470.6014** or visit mycollegepaymentplan.com.

Cost to Participate

- \$25 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

FALL 2021	Open Enrollment Begins: April 27, 2021	
Last day to enroll	Number of payments	Months of Payments
June 22	6	June – November
July 22	5	July – November
August 24	4	August - November
August 31	3	September -November

- **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. Due to COVID-19 restrictions and the campus being closed, please email your third party payment document to bursar@sph.cuny.edu. All originals must still be mailed to the Bursar’s office for record keeping.
 - 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

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: The Office of the Bursar will be working remotely and available via e-mail only due to the COVID-19 pandemic.