

## Office of the Bursar Spring 2022 Term

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

**Spring 2022 Payment Due Dates** (*term begins Friday, January 28, 2022*)

<b>First Registered:</b>	<b>Payment Due Date:</b>
November 9 – December 19, 2021	Friday, January 7, 2022
December 20 – January 21, 2022	Friday, January 21, 2022
After January 22, 2021	Payment due immediately

If you decide not to attend the Spring term, [courses MUST be dropped by Thursday, January 27, 2022](#) to avoid any liability charges (See Refund/Obligation Schedule below). For instructions on how to drop a course, please click [here](#).

<b>Spring 2022 – Tuition Refund &amp; Obligation Schedule</b>	<b>Refund (if paid)</b>	<b>Obligation (if not paid)</b>
Drop course(s) prior to Thursday, January 27, 2022	100%	-0-
Drop course(s) January 28 – February 3	75%	25%
Drop course(s) February 4 – February 10	50%	50%
Drop course(s) February 11 – February 17	25%	75%
100% Liability Withdraw on February 18 and thereafter	None	100%

*Student fees are non-refundable on or after the first official day of classes: **Friday, January 28, 2022.***

### PAYMENT OPTIONS

- **Online Payment (via e-Check or Credit/Debit Card):** Pay online through [CUNYfirst](https://cunyfirst.cuny.edu) 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 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 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](http://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

<b>Spring 2022</b>	<b>Open Enrollment Begins: November 22, 2022</b>	
<b>Last day to enroll</b>	<b>Number of payments</b>	<b>Months of Payments</b>
<b>November 22</b>	6	November – April
<b>December 22</b>	5	December – April
<b>January 24</b>	4	January – April
<b>February 3</b>	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. Due to COVID-19 restrictions and the campus being closed, please email your third party payment document to [bursar@sph.cuny.edu](mailto: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](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 pandemic.