

## Office of the Bursar Fall 2022 Info

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

### Fall 2022 Payment Due Dates (term begins *Thursday, August 25, 2022*)

<u>First Registered</u>	<u>Payment Due Date</u>
May 5 – June 30	Thursday, July 14, 2022
July 1 – July 28	Thursday, Aug. 11, 2022
July 29 – Aug. 18	Thursday, Aug. 18, 2022
After Aug. 19, 2022	Payment due immediately

If you decide not to attend the Fall term, courses MUST be dropped by Wednesday, August 24, 2022 to avoid any liability charges (See Refund/Obligation Schedule below).

Fall 2022 – Tuition Refund & Obligation Schedule	Refund	Obligation
Drop course(s) by August 24, 2022	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 mandatory fees are non-refundable on or after the first official day of classes: **Thursday, August 25, 2022.***

### 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 and in person. Please make your check payable to **CUNY School of Public Health**, include your full name and Sophas/CUNYfirst Empl. ID and mail/drop off 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](#) > **Student Center**, under **Financial Account** select the institution and click on the left hand side menu **Payment Plan**. You will be re-directed to the QuikPay site for CUNY. Select the **Payment Plan** tab to see if you are eligible for the Nelnet Tuition Payment Plan. You must be registered in order to enroll in a tuition payment plan. For additional help, please call Nelnet at **888.470.6014** or visit [mycollegepaymentplan.com/CUNY](http://mycollegepaymentplan.com/CUNY)

#### 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 2022		Open Enrollment Begins: April 6, 2022
Last day to enroll	Number of payments	Months of Payments
June 21	6	June – November
July 22	5	July – November
Aug 23	4	August – November
Aug 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. You can email your third party payment document to [bursar@sph.cuny.edu](mailto:bursar@sph.cuny.edu), however all originals MUST be received by our office for recordkeeping. Your sponsor's voucher/letter should include the following:
  - Student's Full Name
  - Student CUNY EMPL ID (8 digits)
  - Amount Awarded
  - Semester(s)
  - Sponsor/Employer's company name, address, and invoicing instructions/requirements
- Payment letters will ONLY be accepted, if they are not contingent upon particular grades being earned.
- Tuition Reimbursement/Assistance letters where payment will be reimbursed directly to the student after the term is over is not an acceptable form of payment or a valid letter of credit. Students are expected to make payment arrangements before the start of the term, regardless if a third party is reimbursing you directly.
- 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.
- If your third party payment document is not sufficient to cover your tuition and fee bill, you are responsible for paying the remaining balance prior to your payment deadlines.
- Students will be held liable for their tuition and fees if the school does not receive payment from sponsoring organization.

**EBill / Receipts:** Log-on to [CUNYfirst](#) > **Student Center**, under **Financial Account** select the institution and click on the left hand side menu **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:** We are currently working on a hybrid schedule. Please send us an email to request an in-person appointment.