

Office of the Bursar Spring 2023 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. For an instructional video on how to navigate the CUNYfirst Student Center, please click [here](#).

Spring 2023 Payment Due Dates (term begins **Wednesday, January 25, 2023**)

<u>First Registered</u>	<u>Payment Due Date</u>
By Dec. 16	Wednesday, Jan. 4, 2023
Dec. 17 – Jan. 18	Wednesday, Jan. 18, 2023
After Jan. 19, 2023	Payment due immediately

If you decide not to attend the Spring term, [courses MUST be dropped by Tuesday, January 24, 2023](#) to avoid any liability charges (See Refund/Obligation Schedule below). For an instructional video on how to add, drop and swap a course, please click [here](#).

Spring 2023– Tuition Refund & Obligation Schedule	Refund	Obligation
Drop course(s) by January 24, 2023	100%	-0-
Drop course(s) January 25 – January 31	75%	25%
Drop course(s) February 1 – February 7	50%	50%
Drop course(s) February 8 – February 14	25%	75%
100% Liability Withdraw on February 15 and thereafter	None	100%

*Student mandatory fees are non-refundable on or after the first official day of classes: **Wednesday, January 25, 2023.***

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 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](#) > **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

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

Spring 2023	Open Enrollment Begins: Tuesday, Nov. 8, 2022	
Last day to enroll	Number of payments	Months of Payments
November 21, 2022	6	November - April
December 22, 2022	5	December – April
January 23, 2023	4	January - April
January 31	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 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 (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 EMPLID number for verification.

Office Hours: We are currently working on a hybrid schedule, please call or email our office for an appointment.

Phone: 646-364-9550