

Office of the Bursar Summer 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.

Summer 2023 Payment Due Dates (*term begins Tuesday, May 30, 2023*)

First Registered:

April 18 – May 2

May 3 – May 23

After May 24, 2023

Payment Due Date:

Tuesday, May 16, 2023

Tuesday, May 23, 2023

Payment due immediately

If you decide not to attend the Summer term, **courses MUST be dropped by Monday, May 29th, 2023** to avoid any liability charges (See Refund/Obligation Schedule below). For instructions on how to drop a course, please click [here](#).

SUMMER 2023 REFUND/LIABILITY SCHEDULE

SESSIONS	Start Date	End Date		50% Refund Date	25% Refund Date
5 WEEKS	5/30/2023	6/30/2023	Drop before	6/1/2023	6/5/2023
8 WEEKS	5/30/2023	7/21/2023		6/4/2023	6/11/2023
11 WEEKS	5/30/2023	8/11/2023		6/7/2023	6/16/2023

*Student mandatory fees are non-refundable on or after the first official day of classes: **Wednesday, May 31, 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

Summer 2023	Open Enrollment Begins: April 10, 2023	
Last day to enroll	Number of payments	Months of Payments
May 22	3	May – July

- **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 Empl. ID number for verification.

Office Hours: We are currently working on a hybrid schedule, working remotely (via e-mail) and in person (Monday – Wednesday). Please send us an email to request an in-person appointment.