

## Bursar Information Sheet Fall 2023

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 2023 Payment Due Dates *(term begins Friday, August 25, 2023)*

<u>First Registered</u>	<u>Payment Due Date</u>
April 18 – June 30	Friday, July 14, 2023
July 1 – July 28	Friday, August 11, 2023
July 29 – Aug. 18	Friday, August 18, 2023
After Aug. 19, 2023	Payment due immediately

If you decide not to attend the Fall term, [courses MUST be dropped by Thursday, August 24, 2023](#) to avoid any liability charges (See Refund/Obligation Schedule below).

<b>Fall 2023 – Tuition Refund &amp; Obligation Schedule</b>	<b>Refund</b>	<b>Obligation</b>
Drop course(s) by August 24, 2023	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: **Friday, August 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 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 2023	Open Enrollment Begins: April 10, 2023	
Last day to enroll	Number of payments	Months of Payments
June 21	6	June – November
July 24	5	July – November
August 22	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. 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. For more information regarding Third Party Payments, review our list of [Payment Options](#).
- **International Payments via CONVERA:** CUNY and Convera GlobalPay for Students have partnered through Nelnet to provide a convenient way for you to make payments for your tuition and other fees. This allows you to pay in your home currency, either online or by bank transfer, with competitive exchange rates and takes the stress and uncertainty out of paying for your tuition. For more information on Convera, review the downloadable PDF flyer [here](#) or visit [mycollegepaymentplan.com/cuny-international](http://mycollegepaymentplan.com/cuny-international). For instructions on how to make a payment using Convera, review the PDF flyer [here](#).

**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. We do not provide additional itemized tuition bills aside from the one accessible via CUNYFirst.

#### 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. To visit the office please schedule an appointment via email.