

Bursar Information Sheet Spring 2024

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.

Spring 2024 Payment Due Dates (*term begins **Thursday, January 25, 2024***)

<u>First Registered</u>	<u>Payment Due Date</u>
By Dec. 16, 2023	Thursday, January 4, 2024
Dec. 17 – Jan. 18, 2024	Thursday, January 18, 2024
After Jan. 19, 2024	Payment due immediately

If you decide not to attend the Fall term, [courses MUST be dropped by Wednesday, January 24, 2024](#) to avoid any liability charges (See Refund/Obligation Schedule below).

Spring 2024 – Tuition Refund & Obligation Schedule	Refund	Obligation
Drop course(s) by January 24, 2024	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: **Thursday, January 25, 2024.***

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 2024		Open Enrollment Begins: Tuesday, Nov. 7, 2023
Last day to enroll	Number of payments	Months of Payments
November 21	6	November – April
December 22	5	December – April
January 22	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. 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. 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 (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.