

Office of the Bursar Willie Administration Building, Rm. 103 160 Convent Avenue New York, New York 10031 212-650-8700

Online In-house Bursar Payment Agreement

What should I do if there a Bursar in house collection indicator on my account and I am not able to arrange payment in full to satisfy my balance?

- 1. Who can apply for the in-house Bursar Payment Agreement?

 CCNY student with semester* balance is eligible to apply for the in-house Bursar Payment Agreement online via the BPAS portal.
 - *Active semesters are Spring 2020 (1202), Summer 2020 (1206), Fall 2020 (1209) and Spring 2021 (1212).
 - *For balances from other semester, you must contact the Bursar's Office at bursaroffice@ccny.cuny.edu for assistance.
- 2. What are the requirements?

To apply, it requires a down payment of 50 percent of the outstanding balance for approval and hold removal. Subsequent monthly installment payments will be set up to settle the remaining balance.

- **3.** How to pay for the down payment and subsequent payments? Please visit payment options link at ______. No payment will be withdrawn from your financial institution automatically. You will be receiving e-mail payment notification five days before your payment due date on the monthly basis.
- **4. How many installments are there?** *Installment options range from one month to five months for you to choose.*
- 5. How do I proceed to the application?

Please login to portal - https://portal.ccny.cuny.edu/depts/oit/BPAS/ with your CCNY webmail credential to start the application. After the agreement is submitted online, you may proceed to CUNYFirst for the 50 percent down payment. Once the required

payment is completed, please forward a paid receipt to hhoo@ccny.cuny.edu for approval and/or bursar hold removal.

6. What should I do if I cannot pay off the balance by the due date(s)?

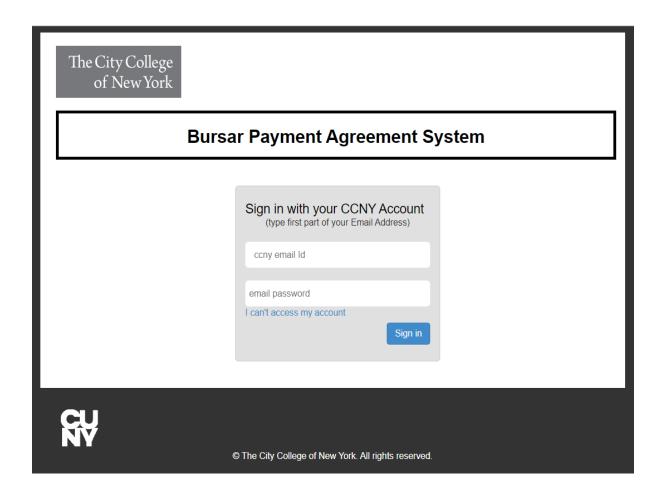
Any default balance on account will be subject for the collection referral. Please contact the Bursar's Office at <a href="https://how.com/how

* Log in with your CCNY webmail credential to apply for the in-house Bursar Payment Agreement - https://portal.ccny.cuny.edu/depts/oit/BPAS/

Enter your citymail login as username in the "ccny email id" field (Include all the zeros).

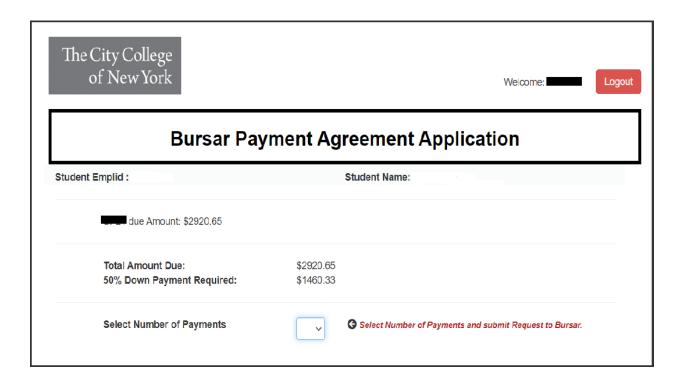
For example: your ccny e-mail <u>bursarooo@citymail.cuny.edu</u>, enter **bursarooo** as your username.

Enter your citymail password in the "email password" field.



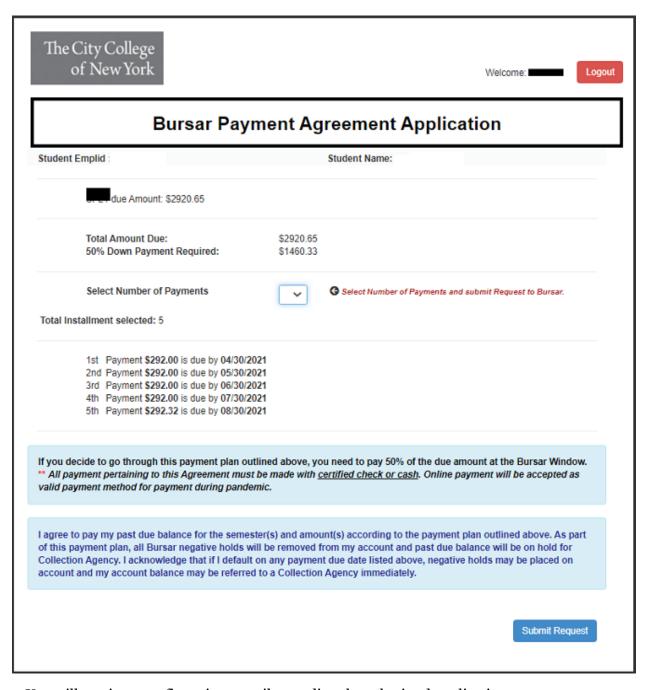
*EMPLID, Name and Semester balance(s) will appear on the application after logging in.

Select the "Number of Payments" from the drop-down arrow (Range from 1 to 5 months).



*Review the payment due dates and calculated installments carefully

Click on "Submit Request" bottom to complete the application process.



- 1. You will receive a confirmation e-mail regarding the submitted application.
- 2. Proceed to make the 50% down payment as calculated on the applied agreement.
- 3. Provide the 50% down payment paid receipt to hhoo@ccny.cuny.edu for agreement approval and BIH service indicator removal associated with the semesters applied per the agreement.