

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 No payment will be withdrawn from your financial institution automatically.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 hhoo@ccny.cuny.edu for immediate assistance.

* **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 bursar000@citymail.cuny.edu, enter **bursar000** as your username.

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

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Bursar Payment Agreement System

Sign in with your CCNY Account
(type first part of your Email Address)

ccny email id

email password

[I can't access my account](#)

Sign in

CUNY

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***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).

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Welcome: [REDACTED] [Logout](#)

Bursar Payment Agreement Application

Student Emplid : [REDACTED] Student Name: [REDACTED]

[REDACTED] due Amount: \$2920.65

Total Amount Due:	\$2920.65
50% Down Payment Required:	\$1460.33

Select Number of Payments [Select Number of Payments and submit Request to Bursar.](#)

***Review the payment due dates and calculated installments carefully**

Click on “Submit Request” bottom to complete the application process.

The City College
of New York

Welcome: [REDACTED] [Logout](#)

Bursar Payment Agreement Application

Student Emplid : [REDACTED] Student Name: [REDACTED]

[REDACTED] due Amount: \$2920.65

Total Amount Due:	\$2920.65
50% Down Payment Required:	\$1460.33

Select Number of Payments [Select Number of Payments and submit Request to Bursar.](#)

Total Installment selected: 5

1st Payment \$292.00 is due by 04/30/2021
2nd Payment \$292.00 is due by 05/30/2021
3rd Payment \$292.00 is due by 06/30/2021
4th Payment \$292.00 is due by 07/30/2021
5th Payment \$292.32 is due by 08/30/2021

If you decide to go through this payment plan outlined above, you need to pay 50% of the due amount at the Bursar Window.
**** All payment pertaining to this Agreement must be made with certified check or cash. Online payment will be accepted as valid payment method for payment during pandemic.**

I agree to pay my past due balance for the semester(s) and amount(s) according to the payment plan outlined above. As part of this payment plan, all Bursar negative holds will be removed from my account and past due balance will be on hold for Collection Agency. I acknowledge that if I default on any payment due date listed above, negative holds may be placed on account and my account balance may be referred to a Collection Agency immediately.

[Submit Request](#)

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.