

Online in-house Bursar Payment Agreement (Online BPAS)

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 online BPAS portal.*

**Active semesters are subject to change for application. For balances from semester(s) which is more than 1 year old or older, you must contact the Bursar's Office at bursaroffice@ccny.cuny.edu for assistance.*

2. What are the requirements?

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

3. How to pay for the down payment and subsequent payments?

You may make payment for methods such as in-person, by mail, or one-time online payment. Please visit tuition payment options guide at - <https://www.ccny.cuny.edu/sites/default/files/2021-04/Tuition%20Payment%20Optionsv2.pdf>.

No payment will be withdrawn from your financial institution automatically.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 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.

Online BPAS Application Step by Step Guide

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

- Enter your Citymail login as username in the “ccny email id” field (Include all the zeros).
*For example: ccny e-mail bursar000@citymail.cuny.edu, enter **bursar000** as your username.*
- Enter your Citymail password in the “email password” field.

The screenshot shows the login interface for the Bursar Payment Agreement System. At the top left is the City College of New York logo. A central box contains the title "Bursar Payment Agreement System". Below this is a login form with the heading "Sign in with your CCNY Account" and the instruction "(type first part of your Email Address)". The form includes two input fields: "ccny email id" and "email password". A link "I can't access my account" is located below the password field. A blue "Sign in" button is positioned at the bottom right of the form. The footer of the page features the "CU NY" logo and the copyright notice "© The City College of New York. All rights reserved."

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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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.](#)

Review the payment due dates and calculated installments carefully before submitting.

- 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 then receive a confirmation e-mail regarding the submitted application.
2. Proceed to make the 50% down payment as calculated on the applied agreement (reference how to make payment on bullet point # 3 on page 1).
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.