

## **Online in-house Bursar Payment Agreement (Online BPAS)**

The in-house Bursar Payment Agreement is a payment option **separate** from the Nelnet payment plan.

**What should I do if there is 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 students with certain\* PRIOR semester balances are eligible to apply for the in-house Bursar Payment Agreement online via the online BPAS portal.*

*\*For balances from semesters that are more than 1 year old, you must contact Ms. Hua Hoo at [hhoo@ccny.cuny.edu](mailto:hhoo@ccny.cuny.edu) AND Ms. Diane Watford at [dwatford@ccny.cuny.edu](mailto:dwatford@ccny.cuny.edu) for assistance.*

**2. What are the requirements?**

*Getting approval and a hold removed requires a signed contract and a down payment of 50 percent of the outstanding balance. Subsequent monthly installment payments will be scheduled to settle the remaining balance.*

**3. How do I proceed with the application?**

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

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

*You may make payments in person, by mail, or choose the **one-time online payment** option. Please visit the tuition payment options guide at - <https://www.ccny.cuny.edu/sites/default/files/2022-05/Tuition%20Payment%20Optionsv5.pdf>.*

*Once the required payment is completed, please forward a paid receipt to [hhoo@ccny.cuny.edu](mailto:hhoo@ccny.cuny.edu) for approval and/or bursar hold removal.*

*No payment will be withdrawn from your financial institution automatically. You must use one of the payment methods noted above each month. You will be receiving an e-mail payment notification five days before your payment due date every month. Please allow 10 business days for your payment to clear.*

**5. How many installments are there?**

*Installment options range from one month to five months for you to choose from.*

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

*Any default balance on the account will be subject to collection referral. Please contact the Bursar's Office at [hhoo@ccny.cuny.edu](mailto: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 using this link: <https://portal.cuny.cuny.edu/depts/oit/BPAS/>

- Enter your Citymail login as a username in the “ccny email id” field (Include all the digits). For example: ccny e-mail [bursar000@citymail.cuny.edu](mailto: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 logo for The City College of New York. The main heading is "Bursar Payment Agreement System". Below this is a login box titled "Sign in with your CCNY Account (type first part of your Email Address)". It contains two input fields: "ccny email Id" and "email password". There is a link "I can't access my account" and a "Sign in" button. At the bottom left is the CCNY logo, and at the bottom center is 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).

The screenshot shows the application page after login. At the top left is the logo for The City College of New York. At the top right, it says "Welcome: [redacted]" with a "Logout" button. The main heading is "Bursar Payment Agreement Application". Below this are two input fields: "Student Emplid :" and "Student Name:". Below these is a line showing "[redacted] due Amount: \$2920.65". Below that is a table with two columns: "Total Amount Due:" and "\$2920.65", and "50% Down Payment Required:" and "\$1460.33". At the bottom, there is a "Select Number of Payments" label, a dropdown menu, and a red button with a gear icon and the text "Select Number of Payments and submit Request to Bursar."

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

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

The screenshot shows the 'Bursar Payment Agreement Application' page. At the top left is the logo for 'The City College of New York'. At the top right, it says 'Welcome: [redacted]' and has a 'Logout' button. The main heading is 'Bursar Payment Agreement Application'. Below this are input fields for 'Student Emplid' and 'Student Name'. A section shows 'Total Amount Due: \$2920.65' and '50% Down Payment Required: \$1460.33'. There is a dropdown menu for 'Select Number of Payments' set to '5', with a note: 'Select Number of Payments and submit Request to Bursar.'. Below this, it says 'Total Installment selected: 5' and lists five payment installments with their due dates: 1st (\$292.00 by 04/30/2021), 2nd (\$292.00 by 05/30/2021), 3rd (\$292.00 by 06/30/2021), 4th (\$292.00 by 07/30/2021), and 5th (\$292.32 by 08/30/2021). A blue box contains a disclaimer: '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.' Another blue box contains an agreement statement: '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.' At the bottom right is a 'Submit Request' button.

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](mailto:hhoo@ccny.cuny.edu) for agreement approval and BIH service indicator removal associated with the semesters applied per the agreement.