

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 AND Ms. Diane Watford at 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 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No payment will be withdrawn from your financial institution automatically.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.

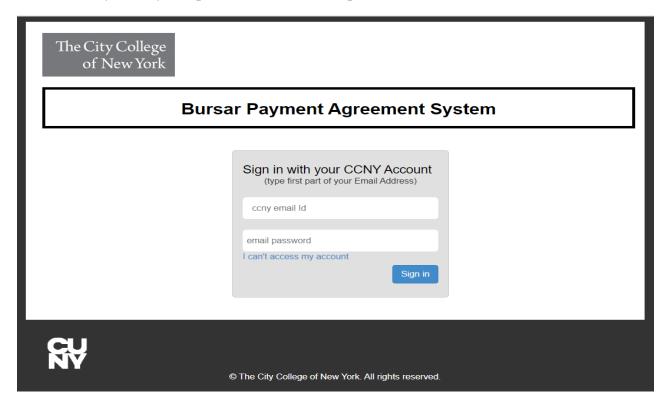
6. What should I do if I cannot pay off the balance by the due date(s)?

Any default balance on the account will be subject to collection referral. Please contact the Bursar's Office at hhoo@ccny.edu for immediate assistance.

Online BPAS Application Step by Step Guide

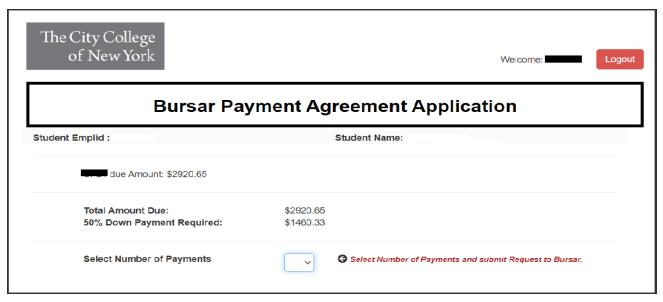
Log in with your CCNY webmail credential to apply for the in-house Bursar Payment Agreement using this link: https://portal.ccny.cuny.edu/depts/oit/BPAS/

- Enter your Citymail password in the "email password" field.



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

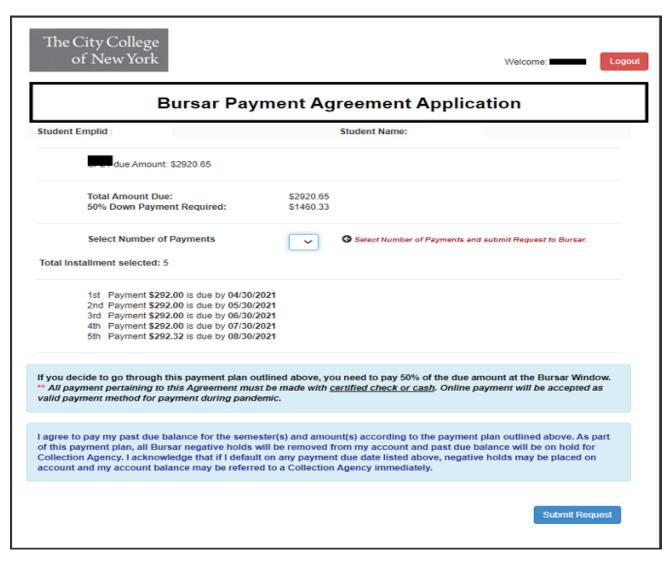
• Select the "Number of Payments" from the drop-down arrow (Range from 1 to 5 months).



Office of the Bursar, Wille Administration Bldg., Rm 103, 160 Convent Avenue, New York, NY 10031, Tel. # 212-650-8700

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

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



- 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.