

Attention: All students are responsible for providing documentation of external third party payments to the Bursar's office. If a third party is paying all or part of your tuition, you must inform the Bursar's Office prior to your bill due date.

Please submit to the Office of the Bursar:

1. A completed Third-Party Payment Notification Form
2. A third party letter on the payee's letterhead specifying funding amount and term.
3. Third Party must state if excess funds (Credit balance) is returned to third party or to student.

Forms may be submitted:

- In person to the Office of the Bursar, Wille Administration Building, Room 103.
- By email (with documentation attached) to bursaroffice@ccny.cuny.edu
- By fax to 212.650.7217

If you have any questions, please contact the City College Bursar's Office at 212.650.8700 or bursaroffice@ccny.cuny.edu.

City College of New York, CUNY
Third-Party Payment Notification Form

Date: _____

Student Name: _____

Academic Degree and Program: _____

Semester/year: _____

EMPLID: _____

E-Mail: _____

Phone: _____

Refund to Student: Yes () No ()

Refund to Third Party Yes () No ()

Name and address of third party that will pay all or part of your tuition and fees: _____

Please attach a third party letter on letterhead specifying funding amount and term.

Please note: if the third party does not pay by the eighth week of the semester, the student is responsible for the full tuition.