

Payment Plan

Sallie Mae TuitionPay (formerly AMS)

- CUNY students are eligible to apply for an interest-free payment plan for tuition.
- **Pre-register** – Students may submit the completed application and the required down payment (25% of the balance due) directly to Sallie Mae TuitionPay if you join in December. The remaining balance will be billed to you by Sallie Mae TuitionPay in three monthly installments.
- If you are not up-to-date with your Sallie Mae TuitionPay contract you must pay any balance due on tuition and fees when you settle your bill.

Contact Information:
Sallie Mae TuitionPay
463 Swansea Mall Drive
Swansea, MA 02777

1 (800) 556 – 6684

OR

1 (800) 635 – 0120

<http://www.tuitionpay.com>

- **Register for TuitionPay during “in person” registration**
 - Students may complete an application and the required down payment with a Sallie Mae TuitionPay representative on campus throughout the regular registration period.
 - The required first tuition payment and all fees must be paid to complete your registration.
 - The remaining balance must be paid in two installments to Sallie Mae TuitionPay.
 - If you are not up-to-date with your Sallie Mae TuitionPay contract you must pay any balance due on tuition and fees when you settle your bill on the due date printed on the bill.

PLEASE NOTE:

CUNY regulations require that the college charge a \$15.00 late payment fee if you fail to complete full payment to Sallie Mae TuitionPay by the scheduled deadline.

Zero Balance Validation System

- All students whose tuition and fees are **fully paid** by Financial Aid.
- Please make payment using the “**Zero Balance Validation**” link for the current semester.
- Updates in the validation system will be reflected in the system **24 hours** after completion of registration/financial aid award.

Access the Zero Balance Validation System

- Log in to “OSSES”
- Click on the “Zero Balance Validation” link for the desired semester
- When the Statement of Student Liability appears, please select:
 - ✓ “I acknowledge and accept these conditions and want to finalize/complete “**my registration**”
- OR
 - ✓ “I do not want to finalize now” (**Remember** – classes will be dropped if payment is not finalized by deadlines, and tuition will not be validated.)
- Please print and save the “**Registration Confirmation**” for your records, along with a copy of your schedule as proof of semester validation.
- For additional copies of Registration Confirmation, please log into OSSES and click on the “**Zero Balance Confirmation**” link.

Credit Card

- **Credit Card payments must be made through eSIMS only and cannot be made in the Bursar’s Office.**
- To make payments through eSIMS, select the “Bill” link for the desired semester.
- Credit Cards accepted to be used as a form of payment:
 - ✓ American Express
 - ✓ Discover
 - ✓ MasterCard

Electronic Funds Transfer or Debit Card

- Students may make payments online by electronic funds from their checking account.
- Students may make payment online by debit card from their checking or saving account
- Select the “debit card” option for the transaction to be processed as a debit. (**Only debit cards that have a MasterCard logo will be applicable.**)
- There is no convenience fee for using these payment options.
- **If the Bank does not process this transaction, your registration will be cancelled, and the system will not allow this method of payment to be used for future transactions.**

Cash, Certified Check or Money Order (in person)

- Please go to the Bursar’s Office, located at Colston Hall, Main Lobby, **ONLY** if paying by cash or money order.
- **Payment options not accepted to be used as a form of payment:**
 - ✓ Personal Checks
 - ✓ Company Checks
 - ✓ Paychecks
 - ✓ Third Party Checks
 - ✓ Partial Payments

Voucher or Waiver

- Students who have an outside agency, a union or job pay for their tuition.
- Students may send the completed approved voucher to the Bursar’s Office **before registering for courses, or at the time of bill payment.**
- Third party vouchers are applicable only when the college is authorized to directly bill the company and is not contingent upon completion of the course or receipt of a particular grade.