As a one-time courtesy, JOHN JAY COLLEGE will temporarily lift your Bursar service hold providing:

1) Your past due FALL 2016 is $500.00 or less AND
2) You establish a **SPRING 2017 PAYMENT PLAN**, which will include the past due FALL 2016 and current due SPRING 2017, **OR**
3) You have applied for excess SPRING 2017 **FINANCIAL AID**, such that your FALL 2016 balance will be paid in full, **OR**
4) You are able to **PAY** the past due balance in full by 02/11/2017. If so, please **READ & SIGN** the attached attestation. Please return the signed form to BURSAR’S OFFICE, NB RM. L70 OR EMAIL BURSAR@JJAY.CUNY.EDU.

If you wish to establish a SPRING 2017 PAYMENT PLAN with Nelnet, this can be done by logging into your CUNYfirst account, self-service, finances and click the link for enroll/manage a payment plan. Once the plan is established, please email BURSAR@JJAY.CUNY.EDU. A notation will be placed on your record to open registration for two weeks. Please keep in mind, once you have registered for SPRING 2017, the payment plan will recalculate to include ALL due balances.

If you have any questions about your financial aid awards you can email: financialaid@jjay.cuny.edu or jayexpress@jjay.cuny.edu. In addition, you can visit either the Jay Express Services Center in room L.79.00 or the Bursar’s Office located in room L.70.

To make a payment online through the student center (CUNYfirst), please go to self-service section and follow the prompts to the FALL 2016 semester. The only method of payment accepted online is an electronic check. Checks/e-checks delay hold clearance for ten (10) business days. Payments are accepted in person via cash, check, money order.
Agreement for Payment to Lift Bursar Hold

In order to temporarily release the current Bursar hold on my account until January 11, 2017, I promise to pay to the order of the John Jay College of Criminal Justice the fall balance due by February 11, 2017.

I understand that if I withdraw from John Jay College of Criminal Justice, it does not relieve me of my financial obligations and the entire outstanding balance becomes due at the time of withdrawal.

Should I be unable to make full payment on or before the due date(s), I promise and agree to pay the appropriate late fees. I agree to pay any collection fees and any legal fees incurred in the collection of this debt.

An applicant receiving any form of Financial Aid must use such aid first to pay their tuition fee assessment and housing.

The applicant must have no outstanding indebtedness to the City University of New York or any of its Colleges.

Upon receipt of any form of financial aid, regardless of source, John Jay College of Criminal Justice reserves the right to deduct the balance of this installment plan from the financial aid award.

Students who fail to complete the payment plan in accordance with these terms and conditions may forfeit their right to participate in a payment plan in the future.

I have read and understand the terms and conditions of the removal of the Fall Bursar Hold.

_________________________________________  ______________________________
Print Name                                     Signature

___/___/____                                  ______________________________
Date                                          EMPLID