



Certified Bank Check

1. WHAT IS A CERTIFIED BANK CHECK?

A certified bank check (i.e., teller check) is written by a bank account holder, drawn on the account and guaranteed by the bank. The bank verifies that the signature is genuine and that the check writer has enough money for the transaction.

2. WHO IS THE CERTIFIED BANK CHECK MADE PAYABLE TO?

John Jay College

3. WHERE ARE CERTIFIED BANK CHECKS ACCEPTED?

Certified Bank Checks are accepted at the Bursar's Office in-person or by mail.

- **In-Person:** The Bursar's Office is located in the New Building, Room L.70. First obtain a B-Ticket from the Jay Express kiosk. A Bursar representative will call the student and process the transaction.
- **Mail:** Office of the Bursar, 524 West 59th St, Rm. L70, New York, NY 10019

4. HOW IS A CERTIFIED BANK CHECK RECORDED?

Certified Bank Checks are posted to the student record as a "Payment by Money Order". The student will receive an automated receipt of the transaction upon payment.

5. I HAVE BURSAR HOLDS FOR MY PAST-DUE BALANCE—CAN I USE A CERTIFIED BANK CHECK TO REMOVE IT?

Bursar holds are removed immediately for past-due balances that are paid in full with a Certified Bank Check.