



Money Order

1. WHAT IS A MONEY ORDER?

A money order is a paper document, similar to a check, used for making payments. Money orders are prepaid, so they are only issued after a buyer pays for the money order with cash or another form of guaranteed funds.

2. WHO IS THE MONEY ORDER MADE PAYABLE TO?

John Jay College

3. WHERE ARE MONEY ORDERS ACCEPTED?

Money orders 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 MONEY ORDER RECORDED?

Money orders 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 THE MONEY ORDER TO REMOVE IT?

Bursar holds will be removed immediately for past-due balances that are paid in full with a money order.