



Personal Check

1. WHAT IS A PERSONAL CHECK?

A personal check is a form of payment that is drawn against an individual's checking account. Unlike a money order or certified bank check, there is no guarantee to the recipient (John Jay College) that the payment is valid. Funds are not drawn from the checking account immediately. Instead, the check must be presented, processed and accepted. This process can take anywhere from 3-10 business days.

2. WHO IS THE PERSONAL CHECK MADE PAYABLE TO?

John Jay College

Memo Section: Full name and/or 8-digit EMPLID #

3. WHERE ARE PERSONAL CHECKS ACCEPTED?

Personal 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 PERSONAL CHECK RECORDED?

Personal Checks are posted to the student record as a "Payment by Check". The student will receive an automated receipt of the transaction upon payment. This does not mean the payment has been accepted or cleared. Returned checks are subject to a \$20.00 reprocessing fee. Students will then be required to make all subsequent payments by cash or certified check.

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

Past-due balances that are paid in full with a Personal Check will delay releasing a Bursar Hold for ten (10) business days. A personal check payment is typically debited from most major banks within 2-5 days. However, John Jay's 10-day policy has been implemented to account for local and international banks, chargebacks/protected disputes, and delayed processing.

Students who wish to have their holds removed prior to the ten (10) policy must provide a bank receipt/statement, transaction history or mobile snapshot indicating the transaction has been successfully debited (pending/processing payments will not be accepted). This can be done in person (NB, Room L70) or via email (Bursar@jjay.cuny.edu).

Office of the Bursar
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