



Police Officer Waiver

1. WHAT IS THE POLICE OFFICER WAIVER?

This is a **one-time** course waiver and does not extend beyond the semester in which the waiver is awarded. The waiver may apply to any semester (Winter intercession/Spring/Summer/Fall).

2. AM I ELIGIBLE FOR THE POLICE OFFICER WAIVER?

The student must 1. Fulfill the employment eligibility requirements as NYC Police Officer (non-supervisory personnel) and 2. Be enrolled for credit.

3. HOW DO I APPLY FOR THE POLICE OFFICER WAIVER?

- Obtain a [Police Officer Waiver](#) by clicking this link or in-person from the Jay Express Service Center.
- Complete the form in its entirety.
- Present the completed forms and NYPD shield (badge) and the photo ID (containing the TAX ID # and date of birth) to Jay Express. **Photocopies are not accepted.** Photocopies of the physical ID will be made in person by an authorized Jay Express Staff person. **** BEGINNING SUMMER 2020, JAY EXPRESS WILL IN-TAKE E-MAILED PHOTOCOPIES & THE COMPLETED FORM FROM THE STUDENT DUE TO THE CURRENT NATURE OF THE PUBLIC HEALTH CRISIS UNTIL FURTHER NOTICE. ****

4. WHERE IS THE POLICE OFFICER WAIVER ACCEPTED?

Once the forms are approved by Jay Express, the student must submit all documents to the Bursar's Office for processing.
**** BEGINNING SUMMER 2020, JAY EXPRESS WILL FORWARD THE COMPLETED PAPERWORK VIA E-MAIL TO BURSAR DUE TO THE PUBLIC HEALTH CRISIS UNTIL FURTHER NOTICE. ****

- **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

5. HOW IS THE POLICE OFFICER WAIVER RECORDED?

The waiver is typically applied to the student's account within the first ten business days of the semester/session start date and covers the cost of one course. It will appear on the account as "Police Officer Waiver."

6. I HAVE BURSAR HOLDS FOR MY PAST-DUE BALANCE—CAN I USE THE POLICE OFFICER WAIVER TO CLEAR IT?

Bursar Holds will be cleared when 1. A valid Police Officer Waiver is submitted for the intended semester and 2. Any remaining balance is paid in full using any one of the accepted methods.

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