



Third-Party Billing

1. WHAT IS THIRD-PARTY BILLING?

Students who are enrolled with sponsor payer such as state tuition assistance, employer/incentive programs or scholarships that require an official invoice from the college of enrollment are considered Third-Party Billing.

2. HOW DO I SUBMIT A VOUCHER/LETTER OF CREDIT/CERTIFICATION ROSTER?

The student and/or sponsor must submit a voucher each semester before the term posted due dates. If the organization does not use a voucher system, they may certify the student by submitting a letter of credit or certification roster directly to the Bursar's Office.

Students/sponsors must submit vouchers/letters of credit/certification rosters to the Bursar's Office to indicate the tuition will be paid in full or in part. **These are accepted at the Bursar's Office in-person, by mail and e-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
- **E-Mail:** Bursar@jjay.cuny.edu

****The Bursar's Office will only accept genuine vouchers/letters of credit from official organizations. Incomplete vouchers will not be accepted. Additionally, students who attempt to submit fraudulent documents will be referred to the dean****

3. HOW DOES THE BURSAR'S OFFICE INVOICE MY SPONSOR?

1. **Submission** The student/sponsor must submit a tuition voucher, letter of credit or certification roster before the term posted due date. Upon submission, the student account will be flagged for review.

2. **Payment Deadlines** Any remaining balance that the Voucher/Letter of Credit does not cover is the responsibility of the student and must be paid by the tuition due date.

3. **Audit** Review of the students financial/academic record is conducted regularly within the first sixty (60) days of the semester. This is to monitor changes in enrollment, financial aid or student status that may impact the sponsor's payment. A final bill will be prepared after the add/drop/withdraw period has ended and the student's financial aid packaging is complete

4. **Invoicing** The Bursar's Office reserves the right to disclose all academic/financial information as required by the sponsor as well as postpone, adjust, cancel or return benefits.

Office of the Bursar
524 West 59th St, Rm. L70
New York, NY 10019
T: 212-237-8555
E: Bursar@jjay.cuny.edu

4. HOW IS A SPONSOR PAYMENT APPLIED TO MY ACCOUNT?

The way John Jay College applies sponsor payments depends on a variety of factors, not limited to the University's affiliation with your sponsor. Please inquire with a Bursar Administrator to determine which of the following payment categories pertain to your sponsor:

Contract Payer: If eligible, a waiver in the name of your sponsor will be applied to your CUNYfirst account (after invoicing is complete). Waivers do NOT constitute a live payment (i.e., check/corporate check, wire transfer, electronic funds transfer etc.) and are subject to change without notice, not limited to enrollment status, financial aid or entitlement.

Scheduled Payer: Bursar will submit an invoice to the sponsor per John Jay's billing guidelines, but deductions will not be made against the balance until the sponsor remits payment (i.e., wire transfer, electronic funds transfer or corporate check).

Depending on how quickly a 'scheduled payer' sponsor disburses the funds, payment may not reflect on the student account for up to 180 days.

Contingent Payer: The Bursar's Office cannot bill the sponsor until certain conditions are met (i.e., payment is contingent on the student's final grades; student is required to complete the semester etc.). **Depending on how quickly a 'contingent payer' disburses the funds, payment may not reflect on the student account for up to 180 days.**

5. WHAT IS MY RESPONSIBILITY?

1. Maintain their sponsorship eligibility (i.e., academic or employment status) and pay any remaining balance using one of the accepted methods (i.e., cash, check, money order, financial aid etc.).

2. Monitor their CUNYfirst to determine whether a balance is due after submitting a voucher/grant letter (i.e., Semester balance is \$4000.00 and the student submits a voucher worth \$1000.00, the student is responsible for paying \$3000.00).

3. Address any uncertainties with a billing supervisor at Bursar.

Any amount unpaid by the sponsor is the sole responsibility of the student and extends to all costs incurred by John Jay College to collect such debt. This may include, but is not limited to account holds, late fees, deregistration, collections costs, litigation/attorney's fees, and court costs.

6. I HAVE BURSAR HOLDS FOR MY PAST-DUE BALANCE—CAN I USE A SPONSOR PAYMENT TO REMOVE IT?

Students with a past-due balance and account hold must submit their voucher/letter of credit immediately. **All certifying information MUST be dated for the intended semester.** In addition, any amount unpaid by the sponsor is the responsibility of the student and must be paid using any one of the accepted methods.