



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. HOW DO I PAY WITH A PERSONAL CHECK?

Personal checks are accepted at the Bursar's Office in-person or by mail. Be sure the check also includes your emplid ID number in the reference/memo section.

- **In-person:** The Bursar's Office is located in the New Building, RM: L.70. First, obtain a B-ticket from the Jay Express kiosk. A Bursar representative will then call the ticket number to process the transaction.
- **Mail to the following address:**
ATTN: Bursar's Office, RM: L.70NB
John Jay College
524 West 59th Street
New York, NY 10019

3. WHO IS THE PERSONAL CHECK MADE PAYABLE TO?

John Jay College

4. HOW IS A PERSONAL CHECK RECORDED?

Personal checks are posted to the student record as a "Payment by Check." The student will receive a receipt of the transaction after it has been processed. **This does not mean the payment has been accepted or cleared.** Returned checks are subject to a (\$20.00) reprocessing fee & students are required to make all subsequent payments by cash, money order or certified bank 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 holds for ten (10) business days. A personal check 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) business day 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 (RM: L.70NB) or via email (bursar@jjay.cuny.edu).

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