

How To Navigate the Finance Section in CUNYfirst

1. Finances

CUNYfirst has now made it possible for students to be able to pay their bill online, rather than waiting on the long lines at the Bursar's Office.

Payments can be made using:

- MasterCard
- Discover
- American Express
- e-Check

***Note:** There will be a 2.65% fee charged to your total amount when making a payment online with a credit card.*

The screenshot shows the 'Finances' section of the CUNYfirst portal. On the left, there are links for 'My Account' (Account Inquiry), 'Financial Aid' (View Financial Aid, Accept/Decline Awards, Direct Loan Processing Form, Supplement Form), and a dropdown menu labeled 'other financial...'. On the right, the 'Account Summary' shows a balance of \$1,611.50, with 'Due Now' at \$1,611.50 and 'Future Due' at \$0.00. A note states: '** You have a past due balance of 1,611.50. **'. Below this, there is a 'make a payment' button highlighted with a red box. Further down, text explains that payments can be made via MasterCard, Discover, or American Express (with a 2.65% convenience fee), or via e-Check. It also mentions that the student is responsible for meeting the payment due date to avoid class cancellation.

The Finances section also provides a dropdown box labeled “other financial” and allows students access to other options.

This screenshot shows the dropdown menu for the 'other financial...' link. The menu is open, displaying the following options: 'Account Activity', 'Charges Due', 'Payments', 'Pending Financial Aid', and 'other financial...'. The 'Account Activity' option is currently selected and highlighted in blue.

Students can check their:

- Account Activity (any payments they've made)
- Charges Due (what they still owe the school)
- Payments (this holds the payment history)
- Pending Financial Aid

2. Account Activity

In the Finance section of Student Center, select the other financial dropdown and choose Account Activity before clicking on the double arrows.

Finances

My Account
[Account Inquiry](#)
Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Direct Loan Processing Form](#)
[Supplement Form](#)

other financial...

Account Activity
Charges Due
Payments
Pending Financial Aid
other financial...

Account Summary

You owe 1,611.50.

- Due Now 1,611.50
- Future Due 0.00

**** You have a past due balance of 1,611.50. ****

Currency used is US Dollar.

[make a payment](#)

You may use MasterCard, Discover or American Express credit cards for payment of tuition and fees (we do not accept Visa). Please be aware that, in addition to your tuition and fees, a non-refundable convenience fee will be charged to your credit card

You'll be brought to the Account Activity page, where you will see:

- how your bill is broken up
- what payments you have already made
- any refunds you may receive

Account Inquiry | **Electronic Payments/Purchases**

summary | **activity** | charges due | payments | pending aid

Account Activity

View by

From 03/14/2012 To 09/14/2012 All Terms [go](#)

Posted Date	Item	Term	Charge	Payment	Refund
09/13/2012	Federal Perkins Loan	2012 Fall Term		1,375.00	
08/28/2012	Change of Program Fee	2012 Fall Term	18.00		
08/02/2012	CUNY Consolidated Fee	2012 Fall Term	15.00		
08/02/2012	CUNY Technology Fee	2012 Fall Term	50.00		
08/02/2012	Graduate Degree Resident	2012 Fall Term	3,285.00		
08/02/2012	Student Activity Fee	2012 Fall Term	79.40		
08/02/2012	Student Senate Fee	2012 Fall Term	0.85		
08/01/2012	Refund	2012 Spring Term			250.00
07/31/2012	Commitment Deposit Pymnt	2012 Fall Term		250.00	
07/23/2012	HESC Scholarship	2012 Spring Term		250.00	

Currency used is US Dollar.

[MAKE A PAYMENT](#)

3. Charges Due

From the tabs, on top of the screen, select “charges due”.

The Charges Due page will allow you to view:

- the due date for your tuition
- how much is due
- a running total of your overall balance.

Account Inquiry

Electronic Payments/Purchases

summary

activity

charges due

payments

pending aid

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Summary of Charges by Due Date		
Due Date	Due Amount	Running Total
08/20/2012	1,593.50	1,593.50
08/28/2012	18.00	1,611.50

Currency used is US Dollar.

Details by Due Date

Currency used is US Dollar.

View By

All Terms

go

Details by Charge			
Charge	Due Date	Term	Amount
Graduate Degree Resident	08/20/2012	2012 Fall Term	1,593.50
Change of Program Fee	08/28/2012	2012 Fall Term	18.00
Total due for this view			1,611.50
Total due			1,611.50

Currency used is US Dollar.

Invoices Due

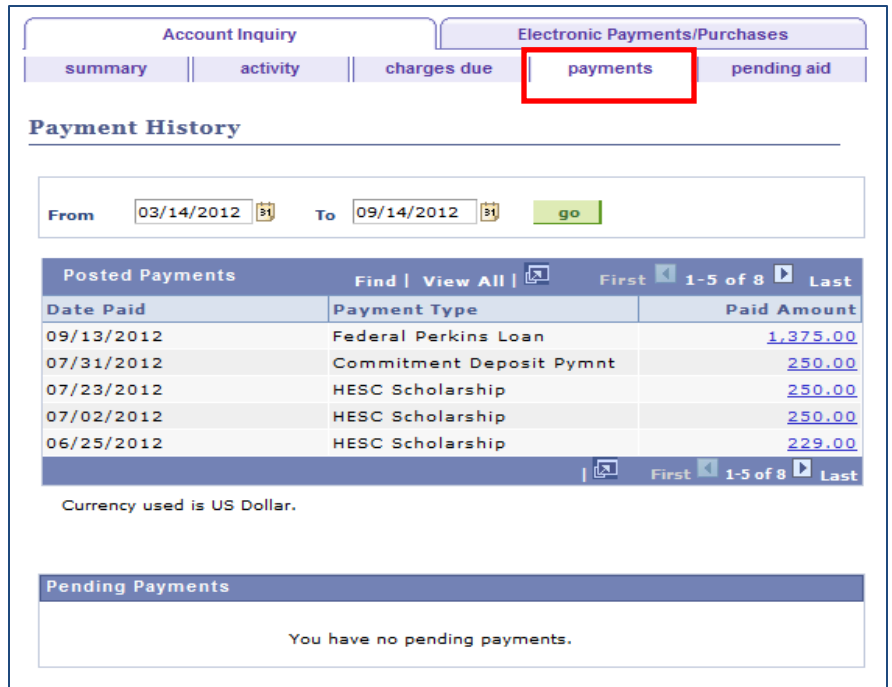
Customize | Find |

Invoice Date	Invoice Number	Invoice Amount	Due Date
11/06/2010	STU_QNS01_0000043504	0.00	06/30/2009

4. Payments

From the tabs, on top of the screen, select “payments”.

The Payment History page will show any amount paid towards your tuition. This includes any scholarships, financial aid, and loans.



Payment History

From To

Date Paid	Payment Type	Paid Amount
09/13/2012	Federal Perkins Loan	1,375.00
07/31/2012	Commitment Deposit Pymnt	250.00
07/23/2012	HESC Scholarship	250.00
07/02/2012	HESC Scholarship	250.00
06/25/2012	HESC Scholarship	229.00

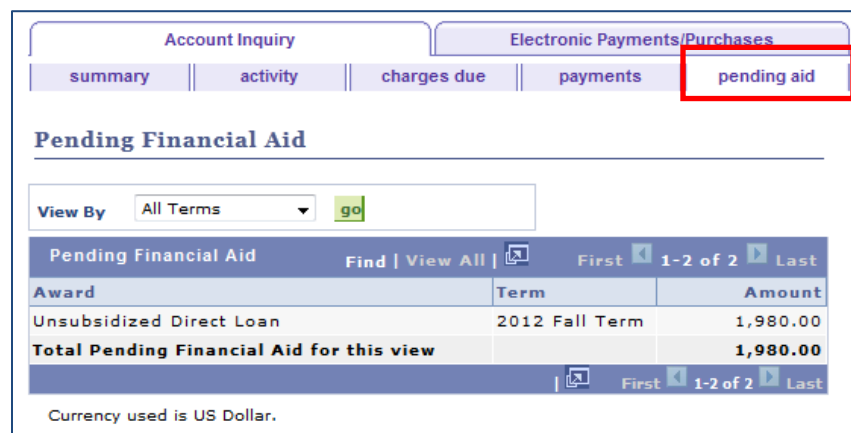
Currency used is US Dollar.

Pending Payments

You have no pending payments.

5. Pending Aid/Financial Aid

From the tabs, on top of the screen, select “pending aid”.



Pending Financial Aid

View By

Award	Term	Amount
Unsubsidized Direct Loan	2012 Fall Term	1,980.00
Total Pending Financial Aid for this view		1,980.00

Currency used is US Dollar.

The Pending Financial Aid page will show any scholarship, loans, and anticipated financial aid you will receive to pay for your tuition.

6. Summary

From the tabs, on top of the screen, select “summary”.

Account Inquiry | **Electronic Payments/Purchases**

summary | activity | charges due | payments | pending aid

Account Summary

What I Owe				
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2012 Fall Term	1,611.50		1,980.00	
Total	1,611.50		1,980.00	

Currency used is US Dollar.

MAKE A PAYMENT

The Account Summary page will show, by term, any outstanding charges, pending payments, whether through e-check or credit card, any pending financial aid, and any total due.

7. Paying Tuition by e-Check

On the Account Summary page, select the green “Make a Payment” button. You will be brought to the Specify Payment Amount screen. Enter the amount you would like to pay in the Payment Amount box. Select Next to proceed.

Account Inquiry | **Electronic Payments/Purchases**

Make a Payment | 1 | 2 | 3 | 4 | 5

1. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

What I Owe		
Description	Outstanding Charges	Payment Amount
Queens College	2,899.50	900.00

Currency used is US Dollar.

CANCEL | **NEXT**

On the Select Payment Method screen, you will find the Pay By drop down menu. Select electronic check to pay by e-check and then Next to continue.

The screenshot shows the '2. Select Payment Method' screen. At the top, there are tabs for 'Account Inquiry' and 'Electronic Payments/Purchases'. Below the tabs is a progress bar with five steps, where the second step is active. The main heading is '2. Select Payment Method'. A note states: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.' Below this, the 'Pay By' dropdown menu is open, showing three options: 'select Payment Method', 'Credit Card', and 'Electronic Check' (which is highlighted in blue). At the bottom right, there are three buttons: 'CANCEL', 'PREVIOUS', and 'NEXT' (which is highlighted in green).

On the Specify Payment Detail screen enter the following information:

- First Name
- Last Name
- Bank Account Type
(either checking or saving)
- Routing Number
- Account Number
- Phone Number
- Email Address

If your billing address is incorrect, select the Edit Address link to change your billing address.

Select the Next button to continue.

The screenshot shows the '3. Specify Payment Details' screen. It has a heading '3. Specify Payment Details' and a note: 'You may specify your payment amount after providing your account information.' Below this is a section titled 'eCheck Account Details' with the instruction: 'Enter the information requested exactly as it appears on your bank records.' This section contains the following fields: 'First Name' (John), 'Last Name' (Doe), 'Bank Account Type' (Checking), 'Routing Number' (XXXXXXX), and 'Account Number' (XXXXXXXX). Below this is another section titled 'The billing information you specify must match your bank's records.' This section contains the following fields: 'Phone' (718-997-5000), 'Email Address' (JDoe100@qc.cuny.edu), 'Country' (United States), and 'Address' (65-30 Kissena Blvd., Flushing, N.Y. 11367, Queens). There is an 'Edit Address' link next to the country field. At the bottom right, there are three buttons: 'CANCEL', 'PREVIOUS', and 'NEXT' (which is highlighted in green).

On the Confirm Payment screen, make sure that all the information is correct.

If needed:

- Select the change payment amount to change the amount of money you would like to pay.
- Select the change payment details to change your personal and account information

If all the information is correct, select the “Yes, I have read the agreement” checkbox.

Press the Submit button to submit your payment.

4. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	900.00 change payment amount
Currency used is US Dollar.	
First Name	John change payment details
Last Name	Doe
Bank Account Type	Checking
Routing Number	XXXXXXXXXX
Account Number	XXXXXXXXXX
Telephone	718-997-5000
Email Address	JDoe100@qc.cuny.edu
Country	United States
Address	65-30 Kissena Blvd. Flushing, N.Y. 11367 Queens

I hereby authorize the University to initiate debit entries to my Depository, according to the terms above, and for my Depository to debit the same to such account. In the event that this electronic payment is returned for 'NSF' or 'Non-Sufficient Funds', I understand a \$15 fee will be charged for each check that requires reprocessing. In addition to the return check processing fee, a late fee of \$15 will be charged for each payment due date missed caused by a check being returned for insufficient funds.

The agreement is dated: 05/17/2012 ☒ Yes, I have read the agreement

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

[CANCEL](#) [PREVIOUS](#) [SUBMIT](#)

After submitting your payment you should get the following screen. The Payment Result screen will say “Your payment has been accepted. Save the information below for your reference.”

5. Payment Result

✓ Your payment has been accepted. Save the information below for your reference.

Confirmation Details	
Reference Number	XXXXXXXXXX
Account Number	XXXXXXXXXX
Payment Amount	900.00
Transaction Date	05/17/2012
Transaction Status	Successfully Posted

Currency used is US Dollar.

[VIEW CONFIRMED PAYMENT](#) [MAKE ANOTHER PAYMENT](#)

[Account Inquiry](#) [Electronic Payments/purchases](#)

go to ... >>

In the Finance Section, on the Student Center Page, select the other financial drop down menu and choose Payments. Click on the double arrows to see all payments made to your account.

Finances

My Account
[Account Inquiry](#)

other financial...

Account Activity
Charges Due
Payments
Pending Financial Aid
other financial...

Account Summary

You owe 2,899.50.

- Due Now 673.75
- Future Due 2,225.75

**** You have a past due balance of 61.50. ****

Currency used is US Dollar.

[make a payment](#)

You will now be able to see your electronic check or e-Check payment.

Account Inquiry

Electronic Payments/Purchases

summary || activity || charges due || payments || pending aid

Payment History

From 11/17/2011 To 05/17/2012 go

Date Paid	Payment Type	Paid Amount
05/17/2012	** Payment by eCheck - Ref # 000000063935	900.00
04/09/2012	Actual TAP	2,388.50
02/22/2012	Initial Tap Tuition Waiver	61.75
02/09/2012	Federal Pell Grant	2,250.00
01/23/2012	Pell Book Advance	500.00

Currency used is US Dollar.