Frequently Asked Questions Regarding Tuition and Fee Payments

1. Can I pay my tuition bill with credit card?

   Yes. Credit card payments can only be made via your E-SIMS account and will be processed by the Lehman College’s 3rd party credit card processor. You will be charged a non-refundable convenience fee in addition to the tuition and fees. The College will not accept credit card payments directly at the bursar’s window for the payment of tuition and fees.

2. What types of credit cards are accepted?

   MasterCard and Discover Card are accepted.

3. As a student, how do I pay online?

   Log onto your E-SIMS account and Select the “Pay Now” tab to make your payment.

4. When will I get confirmation that the payment went through?

   Once the payment transaction is completed, you will receive an email confirmation at the address provided by the student or payee. All online payments are recorded into E-SIMS. Students are informed of credit card rejections immediately upon submission of the transaction.

5. Can someone else pay my tuition for me?

   Yes. Someone else can pay online for you, however, they must be able to access your E-SIMS account in order to do this.

6. Will I get a receipt in the mail?

   No. You will not receive a receipt in the mail. You will receive an email confirmation after the payment is submitted. You can print a copy of your bill on E-SIMS.

7. I have registered for classes but have not received a bill. Can I make an online payment?

   Yes. A student can make an online payment at any point after they register, up until their bill due date.
8. If I don't pay by credit card, what are my other payment options?

   a) Pay by electronic check online. E-check electronically debits a checking or savings account. Log onto your E-SIMS account and enter your student ID and pin number. Select the “Pay Now” tab and click electronic check. DO NOT enter your debit card as a credit card, or you will be charged a convenience fee. Enter your bank routing and checking or savings account number. Once, you click the button, you will be taken to the College’s ePayment Processing Website, where you can make a payment that will be posted to your account the following day. Note: only checking and savings accounts can be used.

   b) Pay by check or money order mailed to the Lehman College, Bursar’s Office, 250 Bedford Park Blvd. West, Room S031, Bronx NY 10468. There is no fee for this option. Remember the College must receive your payment by your due date.

   c) Pay by cash, check, or money order at any of the Bursar Office windows.

   d) Pay your bill by making a monthly payment through the Tuition Pay Plan. Participation in this program requires an application fee.

9. How do I sign up for a Tuition Pay Plan?

   To sign up for the plan go to www.tuitionpay.com/cuny, call (866) 267-CUNY or (800) 635-0120.

10. Why is this credit card policy with convenience fees being implemented?

   CUNY has found that accepting tuition payment by credit card has become prohibitively expensive because of the fees charged to CUNY for processing credit card transactions. This expense is paid by CUNY out of the operating budget thus reducing the funds available for academic programs and services for all students.

11. If financial aid, tuition plan payments or a scholarship covers my tuition and fees, is there anything else I must do to complete my registration?

   Yes. Your bill must be validated by the Bursar’s Office (by the due date) to avoid the cancellation of classes. The Bursar’s Office is located at 250 Bedford Park Blvd. West, Shuster Hall Room 031, Bronx NY 10468.