

Bursar Bill Request

Please follow this procedure to request an official copy of your student bill.

Please complete the following form and submit via fax to 212.652.2887 (Attn: Bursar's Office) or electronically, using your SPS email account, to bursar@sps.cuny.edu:

1. Personal Information:

Student's Name (Last, Middle, First)	
Last four digits of SSN	
Address	
Number and Street	
City or Borough	
State, Zip Code	
Contact phone number	

2. Term(s) Requested:

List semester and year (for example: Fall 2010)	
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3. Reason Request is being made:

- Waiver, voucher certification required documents (ex: CUNY Employee, DOE, Public Training Services)
- Reimbursement from 3rd party (ex: DC 37, Local Unions, Company)
(A current term's official bursar bill can only be made available to students after the official drop/add period.)
- Other (specify) _____
- Attach an unofficial copy of transcript

4. Please indicate delivery method: Mail SPS E-Mail

Student Signature: _____ Date: _____

Do not hesitate to contact 212.652.CUNY (2869) with any questions or concerns.

For Internal Use Only:

Delivered By: _____ Date: _____ Note: _____