

Third Party/Employer Payments

All students are responsible for providing documentation for external third party payments to the Bursar's office. If a third party is paying all or part of your tuition, you must inform the Bursar's Office prior the due date of your bill.

You must submit the following documentation to the Bursar Office:

1. A completed Third-Party Payment Notification Form.
2. A third party letter on the payee's letterhead specifying amount that will be funded, the term/semester and year. If after the payment is applied there are excess funds, the Third Party/Employer must state if excess funds (a credit balance) are to be returned to third party or to student.

Forms may be submitted:

- In person - to the Office of the Bursar, Shuster Hall, Basement Level, Room # 031.
- By email (please attach all documents) to bursar.department@Lehman.cuny.edu
- By fax to 718-960-7258.

If you have any questions, please contact the Lehman College Bursar's Office at 718-960-8573 or bursaroffice@lehmancollege.cuny.edu.