Student Services Mall (under the parking deck)

Fall and Spring Office Hours: Monday – Friday 8:30am – 4:30pm
  Late Night (Fall and Spring only): Wednesday – 8:30am – 6:00pm
Summer Hours: Monday – Friday 8:30am – 5:00pm

Phone: (973) 596-2877
Fax: (973) 596-6471
Email: bursar@njit.edu

www.njit.edu/bursar
THE BURSAR’S OFFICE TEAM

Cheryl Nasif Mignone - University Bursar
Bijal Shah - Assistant Bursar
Tracy Sosa - Manager of Customer Service

Student Financial Services Specialists

Gail Sledge
Susan Bunn
Javier Villacis
Judith Rigg
Bursar’s Office Responsibilities:

Bill students for tuition, fees and housing and collect payments to clear the bill.

- **Financial Aid Office**: Eligible amount of F/A needs to be posted. If enough: Automatically cleared by the system. If not enough: Check the other payment options for the difference.
- **Payment Plan**: Fall and Spring: Payment plan offered by the Bursar’s office of 4, 3 or 2 installments. For Summer: Payment plan of 3 or 2 installments.
- **3rd Party Payments**: A 3rd party payment voucher must be submitted to the office by the payment deadline. If the voucher does not cover the total amount of the bill, payment of the difference needs to be made with the submission of the voucher.
- **Self Payer**: Online Payment: Using NJIT Highlander Pipeline account, payment can be made online using check or credit card (2.75% convenience fee by credit card processor.)
  - In Person: We accept cash, money order or check.
  - Mail: Checks and Money Orders
NJIT requires full time students to maintain health insurance, NJIT provides a Student Health Insurance Program. Students who are covered under other insurance are not required to carry the NJIT Student Health Insurance Plan. Students MUST waive the NJIT health insurance coverage by certifying that they have equivalent insurance coverage. To waive the NJIT health insurance please go on to NJIT.edu/bursar and click on the Health Insurance Waiver Link. The waiver link should open up around August 1, 2015.

Any account not paid in full will be placed on an accounts receivable hold the day immediately following the last day to withdraw, as established by the Academic Calendar.

Any account with an accounts receivable hold will be restricted from performing any registration related activities, access to transcripts or the release or viewing of grades.

Undergraduate and Graduate students are eligible to receive a 1098-T tax form based on calendar year billing.

1098-T forms are available online on your Highlander Pipeline account on January 31st.

The figures reported on the tax form are based on eligible tuition and fees billed and not on payments made.

Refunds are based on the Academic Calendar which can be found on the Registrar’s website.

All refunds check are mailed. We mail to the local address listed on your Highlander Pipeline account. Please keep all demographic data current.
Click On
“My NJIT”

Go to
www.njit.edu

Login with your
UCID and
Password

Click on
“Student Services”
Update Demographic data in the **PERSONAL INFORMATION** section.
Student must grant the parent access. Parent will receive two emails. Parents will have access to Financial information ONLY.
A late payment penalty of $500 will be assessed on all unpaid accounts the day immediately following the 100% refund day, as established by the Academic Calendar.

Payment Due Date will always be the Wednesday prior to the first day of class

Fall 2015 is August 26, 2015
Payment is due immediately for all registrations on or after this date

Fall 2015 Bill will be available online first week of August
Payment plan with option of 4, 3 and 2 installments will be available

A late payment penalty of $500 will be assessed on all unpaid accounts the day immediately following the 100% refund day, as established by the Academic Calendar.

Fall 2015 September 9, 2015
Communication

University Email
An Official way of Communication

Bursar Webpage
www.njit.edu/bursar

In person inquires

Follow us on Facebook
Final Notes:
- Copy of this presentation will be available on NJIT Bursar webpage

- Please check NJIT email frequently

QUESTIONS?