

BURSAR SERVICES

Bursar Services is responsible for resident accounts, ancillary charges, collecting payments and following through on accounts receivables. The Bursar office reports to the Senior Vice President of Operations.

Location

The Bursar desk is located on the 1st Floor of the I-House SOUTH building by the 500 Riverside entrance.

Hours of Operation

Monday - Friday, 9:00am to 7:00pm

Saturday, 9:00am to 3:00pm

Closed on Sundays

Contact Us

Email: bursar@ihouse-nyc.org

Phone: 212-316-8441

Please go to the Bursar office when you need:

1. To pay semester fees (room and dining)
2. To get a replacement Resident ID card, spare key or mailbox key.
3. To add additional funds to your dining account or get a printout of your dining expenditures.
4. Bursar office will also provide a brief orientation of the I-House facilities and services.
5. To gain access to I-House facilities like:
 - a. Frohlich Fitness Center
 - b. Music Practice Room (additional fees apply)
6. To have an air conditioner installed or removed. Please note that you may purchase your own AC, however, air-conditioners are also available from our stock for a monthly rental fee. Other fees include a one-time installation and removal fee and a monthly utility fee.
7. To complete a room change, a room extension or a cancellation. Please note you must initiate these changes with the Admissions office.
8. To fill out the Security Deposit Refund Form upon departure from I-House.
9. To gain access to an I-House North storage cage.