



International House

THE FINANCE OFFICE

The Finance Office manages all accounting and finance matters, produces financial statements, works with our auditors and insures the timely fulfillment of all payments and receivables.

Bursar Services is responsible to book your room and other ancillary charges, collect payments and follow through on delinquent accounts.

Deepak Butani

VP of Finance
(212) 316-8444

Rose Nanavati

Assistant Accountant
(212) 316-8481

Noemi Isabel

Assistant Accountant
(212) 316-8491

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Senior Accountant
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Assistant Director, Bursar Services
(212) 316-8441

Phil McDermott

Senior Bursar Services Associate
(212) 316-8441

Maria Elie-Pierre

Bursar Services Associate
(212) 316-8441

Bursar Services is located in I-House SOUTH at the 500 Riverside entrance.

Office hours are Monday-Friday, 8:30 a.m. to 7:00 p.m. and Saturday, 9:00 a.m. to 4:00 p.m.

Please go to Bursar Services when you need . . .

1. a resident ID card, spare key, mailbox key, or replacement
2. to pay semester fees (room & dining) & refundable Security Deposit
3. a brief orientation of I-House facilities and services
4. to add additional dining money or get a print-out of your dining expenditures
5. to gain access to auxiliary facilities:
 - a. Froehlich Fitness Center
 - b. Music practice room ([additional fees apply](#))
 - c. Community kitchen ([additional fees apply](#))
6. to install / uninstall an air-conditioner ([additional fees apply](#)). You will need to . . .
 - a. pay an installation/removal fee & monthly utility fees
 - b. receive instructions about completing a work order for installation/removal
 - c. present proof of removal to terminate monthly billing
7. to complete a room change, extension, or cancellation after first contacting the Admissions Office
8. to gain access to your I-House NORTH storage cage: first sign your contract at Claremont Reception
9. to send a fax: first pay at Bursar Services, then proceed to the Mail Room where your fax will be sent

10. to depart from I-House: complete your deposit refund authorization form, provide your active e-mail address & forwarding mail address; pay for mail service (mail forwarding or mail hold for 3 months)
11. to send a wire transfer: pick up information sheet from Bursar Services
12. to pay for or check-in a guest who has reserved a guest room or resident room (make guest room reservations at Claremont, transient room reservations at Admissions)
13. verify the posting of financial aid & fellowship credits (apply for financial aid with Admissions, and fellowships with the Programs Office)
14. make a room reservation payment for next semester

Payments for your account are due on or before the date on the account statement, payable online or at the Bursar Office. After that date, unpaid accounts are considered in arrears. If your account is in arrears, you will be assessed a late fee and given a second deadline to pay the balance due. If it is not paid internet access or dining account may be suspended. Service will not be restored until the outstanding balance is paid in full. An additional deposit may be required if this occurs.

The Bursar's Office does NOT accept deliveries of any kind at 500 Riverside Drive.