

THE FINANCE OFFICE AND BURSAR SERVICES

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.

- **Deepak Butani**, VP of Finance & Operations (212) 316-8444
- **Leon Deguenon**, Senior Accountant (212) 316-8445
- **Rose Nanavati**, Assistant Accountant (212) 316-8481
- **Masuma Bahar**, Assistant Accountant 212 316-8491
- **Rolando Whittaker**, Payroll Administrator (212) 316-8468

Bursar Services is responsible for booking your room and other ancillary charges, collecting payments and following through on delinquent accounts. The Bursar Services desk is in I-House SOUTH at the 500 Riverside entrance. Office hours are Monday-Friday, 8:30am to 7pm and Saturday, 9am to 4pm.

- **Anita Pai**, Assistant Director (212) 316-8441
- **Trevor Thomas**, Associate (212) 316-8441
- **Mumin Samah**, Associate (212) 316-8441

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. To add funds to your dining account or get a printout of your dining expenditures.
4. A brief orientation of I-House facilities and services.
5. To gain access to auxiliary facilities:
 - a. Frohlich Fitness Center
 - b. Music Practice Room (additional fees apply)
 - c. Community Kitchen (additional fees apply).
6. To install or uninstall an air conditioner. You will need to:
 - a. Pay an installation/removal fee & monthly utility fee
 - b. Complete a Facilities work order for installation/removal
 - c. Present proof of removal to terminate monthly billing.
7. To complete a room change, extension, or cancellation (You must initiate changes with the [Admissions Office](#)).
8. To gain access to your I-House North storage cage (These are arranged at Claremont Reception).
9. To send a fax: first pay at Bursar Services, then proceed to the Mail Room to send your fax.
10. To depart from I-House: Complete your "Deposit Refund Authorization" form.