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.