THE NEW SCHOOL

INTERNATIONAL NEW STUDENT FINANCIAL SERVICES CHECKLIST

This checklist will guide you through the steps you need to pay your tuition bill.
The options for paying tuition are: wire transfer, check, cash, or online, each is explained in more detail below.

Wire Transfer

- ☐ First you will need to provide your bank with all the information about the New School's account. This is the information you will require:
  Student Name: Name of the student, as it appears in The New School records.
  Student ID #: 9-digit New School ID number.
  Account Name: The New School Operating Account
  Account Number: 9429382436
  ABA: 026-009-593
  For international transfers:
  Swift code: BOFAUS3N
  Chips code: 0032
  Address:
  Bank of America
  100 Federal Street
  Boston, MA 02110

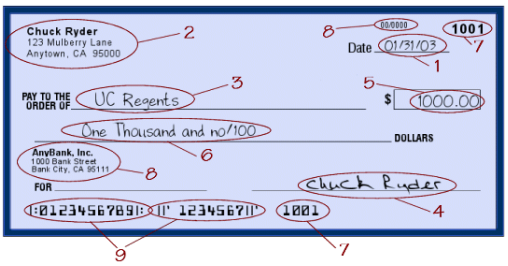
- ☐ Make sure you include the term the payment is for and your New School 9 digit identification number (for example, N000XXXXX, Fall 2014)
- ☐ Give your bank all this information and indicate the amount that needs to be wired.
- ☐ Confirm that the transaction took place. Ask for a faxed or e-mailed transfer confirmation or contact the receiving bank to confirm receipt of funds.
- ☐ Fax a bank confirmation of the wire transfer to Cashiering at 212.989.9361, with the student's name and New School ID number. This helps better identify the wire when it arrives.
- ☐ Only students who have been admitted can wire transfer funds.

Pay by Check

- ☐ You can only pay tuition with a check from a US bank account, if you do not have a check book for your bank account you can always request a cashier check.
- ☐ Check the amount you need to pay by going to MyNewSchool, under Student tab and in Student Financial Services click on "View your account summary only"
- ☐ Write the check to The New School and in the memo section write your name and Student ID
- ☐ Mail your check to the following address:
  The New School
  Attn: Cashiering
  72 Fifth Avenue
  New York, NY 10011

International Student Services
79 Fifth Avenue, Fifth Floor New York, NY 10003 Phone (212) 229-5592 Fax (212) 229-8992
150 West 85th Street, Lobby New York, NY 10024 Phone (212) 580-0210 Fax (212) 580-1738 http://www.newschool.edu/studentaffairs/st_intl_home.html or email us at

- ☐ You can also drop off your check at Student Financial Services at 72 5th Ave, lower level.



1. **Date**
2. **Your Name & Address**
3. **Payee** - person/business to whom the check is written
4. **Signature line**
5. **Written amount** - the amount written in numbers
6. **Legal amount** - the amount written in words
7. **Check number**
8. **Banking information**
9. **Routing Number** (left) **& Account Number** (right)

Cash

- ☐ You may pay your tuition in cash, **in person** at Student Financial Services at 72 5th Ave, lower level.

Online Payment

Paying full amount

- ☐ Login to your MyNewSchool and click on the STUDENT tab.
- ☐ Under Student Financial Services, click on 'Make payments online"
- ☐ A page will load, and you will see a home page of your financial information. It will display a 'QuickView' of your current account status.
- ☐ Click on the 'Payments' tab, it will show your current pending amount.
- ☐ Click on Pay and on the next page select the payment method, you can choose to pay by credit card or directly from your US bank account.
- ☐ Select an option and continue filling out the information
- ☐ Click on the 'Make a Payment' button.
- ☐ You will then see a confirmation message. You may print it for your records.

Signing up for Payment Plans

Payment plans are available for the fall and spring semesters, you can divide the balance into 2, 4 or 5 interest free monthly installments, pay a small enrollment fee and enroll every semester.

- ☐ Login to your MyNewSchool and click on the STUDENT tab.
- ☐ Under Student Financial Services, click on 'Sign up for a payment plan'.
- ☐ Choose if you want 2, 4 or 5 installments and follow the instructions.

New Students must make payment or payment arrangements by the first day of classes.

If you have any problems with Financial Services, call 212.229.8930, email sfs@newschool.edu or visit Financial Services at 72 Fifth Avenue, Lower Level