



CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

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REQUEST TO REINSTATE CHECK WRITING PAPER/ECHECK

Checks (paper or electronic) that are returned unpaid will prompt a bad-check block on CUNYfirst. This means the student is no longer able to pay via check. You may request a reinstatement by using this form. **Please be advised, the College will not permit more than one (1) reinstatement for returns due to insufficient funds and no more than two (2) reinstatements for human error.**

[DATE]

[NAME]

[EMPLID]

I am requesting that my check writing privileges be reinstated. I understand the \$20.00 fee cannot be waived, even if this appeal is approved.

Select one:

- My paper check / eCheck was returned due to a bank error / account closure. I have attached a letter from my financial institution.
- My paper check was returned for insufficient funds. This was an accounting error on my part.
- My eCheck was returned for insufficient funds. This was an accounting error on my part.
- My eCheck was returned because I made a clerical error on QuikPay.

Submit this form in person or via email: bursar@slu.cuny.edu. The request will be reviewed within 3-5 business days.

-----For Administrative Use Only-----

Approved? Y N

Reason