



## Community Swim Program Payment Procedures

### Payment Options

Community swim members can register and make payment as follows:

- on-line via the [BMCC website \(Adult Swimmers Only\)](#);
- by mail;
- by phone; or
- In person Monday through Friday from 8:30am to 4:30pm at the following address:

BMCC Adult Continuing Education  
Bursars Office  
25 Broadway, 8<sup>th</sup> Floor  
New York, NY 10004

#### I. Online Payment

- Community swim members must create a profile on [BMCC Continuing Education website](#) in order to proceed with making a payment online.
- Once the payment is made, a confirmation will be sent to email address provided during registration.

#### II. Mail-In Payment

- In order to mail a payment, Community swimmers must complete the registration form on page 3.
- The registration form with payment (check or money order, **cash will not be accepted**) should be mailed to the following address:

BMCC Adult Continuing Education  
Bursars Office  
25 Broadway, 8<sup>th</sup> Floor  
New York, NY 10004

- Once payment is received and applied to your account, the payment confirmation and copy of swimming pool rules and regulations will be emailed to or mailed to your home address provided on the registration form

#### III. Payment by phone

- The individuals who do not have on-line access, have an option to register and pay by credit or debit card over the phone by calling (212) 346-8410 or 8420 Monday through Friday 8:30am to 4:30pm.
- Once payment is received and applied to your account, the payment confirmation and copy of swimming pool rules and regulations will be emailed to or mailed to your home address provided on the registration form.



#### **IV. BMCC Identification Card**

In order to gain access to the pool, members must obtain a membership ID card at BMCC's Public Safety Office

Location: 199 Chamber Street, Room S212  
Phone: (212) 220-8075  
Office Hours: Monday – Friday, 8:00am - 8:00pm  
Saturday, 10:00am – 7:00pm  
Sunday, 10am – 5pm

**\*\*COMMUNITY SWIMMERS MUST PRESENT THEIR PAYMENT CONFIRMATION TOGETHER WITH A VALID NYS ID AT THE PUBLIC SAFETY OFFICE**