2013 Summer 1 And Dual Session Payment Deadlines And Procedures

The first payment for the 2013 Summer 1 and Dual Session is due by May 22, 2013 at 4 P.M.

Course schedules will be cancelled for those students who have not made satisfactory payment arrangements by May 22, 2013 at 4 P.M.

Satisfactory payment arrangements mean all of your prior balance is paid in full and ½ of your current semester charges plus a $25.00 processing fee are paid in full.

Visa and MasterCard payments are accepted online at http://www.nccu.edu, in person at the Cashier's Office, by mail, or by calling 919-530-6209, 919-530-6014 or 919-530-6234. Other methods of payments we accept are Cash, Check, Money Order, Financial Aid and payments from pre-approved Third Party Agencies. Some pre-approved Third Party Agencies are the Vocational Rehabilitation Services and the Veterans Children Program.

How To Determine The Satisfactory Payment Arrangement Amount

Please verify if your student account is validated for the 2013 Summer 1 and/or Dual Session by going to MyEOL and selecting Student Account and Financial Validation Status. If the message states you are not validated for the 2013 Summer 1 and/or Dual Session, please follow step1 thru step 3. **Course schedules will be cancelled for those students who are not validated by May 22, 2013 at 4 P.M**.

1st Please view your NCCU Certified Statement By Term online to determine the amount you need to pay to meet the Satisfactory Payment Arrangement criteria.

2nd If you have a balance due for any terms prior to the 2013 Summer 1 and/or Dual Session, all of that prior balance must be paid in full online, by mail, or in person at the Cashier's Office.

3rd When you view your charges for the 2013 Summer 1 and/or Dual Session, divide these charges in half and pay that half plus the $25.00 Processing Fee online, by mail, or in person at the Cashier's Office.

If you choose to pay half of your 2013 Summer 1 and/or Dual Session bill during registration, you are automatically enrolled in the University Payment Plan and you will be assessed the $25.00 Processing Fee. The other half of your 2013 Summer 1 and/or Dual Session charges must be paid in full by June 7, 2013. Failure to meet this installment payment deadline of June 7, 2013 will result in a $20.00 installment late fee for each missed installment payment deadline.

2013 Summer 1 And Dual Session Payment Deadlines And Procedures (Continued)

4th Once your prior balance and ½ of your current semester charges have been paid plus the $25.00 processing fee, you can verify if you have made satisfactory payment arrangements by selecting Student Account and Financial Validation Status. If you receive a message stating you are validated for the 2013 Summer 1 and/or Dual Session, then you have made satisfactory payment arrangements for the 2013 Summer 1 and/or Dual Session.
If you receive a message stating you are not validated for the 2013 Summer 1 and/or Dual Session, please repeat step 1 thru step 3 until you receive the validated status message.

Please note: If you drop or add classes during the 2013 Summer 1 and/or Dual Session registration process, your validation status may be affected. It is very important that you continue to check your validation status, to avoid being dropped from your 2013 Summer 1 and/or Dual Session classes.

Information about payment options

For a nominal fee, an installment payment option is available. The Installment payment option is the University Payment Plan.

2013 Summer 1 and Dual Session University Payment Plan

The University Payment Plan requires any prior balance to be paid in full plus one half of the total cost of the current semester charges plus a $25.00 processing fee to be paid by **May 22, 2013 at 4 p.m.** The remaining balance must be paid by June 7, 2013 in order to avoid a late fee of $20.00. The **deadline** for entering into the University Payment Plan for the 2013 Summer and/or Dual Session is **May 22, 2013 at 4 p.m.**

2013 Summer 1 And Dual Session Payment Deadlines And Procedures (Continued)

Cashier's office hours, address and payment information

The Cashier's Office hours are from 8:30 a.m. to 4 p.m., Monday through Friday. The mailing address is NCCU, C/O Comptroller, P.O. Box 19713, Durham, NC 27707. The office is located in the Hoey Administration Building, Room 12, basement floor. The telephone numbers are (919) 530-6234, (919) 530-6209 and 919-530-6014. The fax number is (919) 530-7928. The email address is bursar@nccu.edu.

Credit card payments may also be made via the web at http://www.nccu.edu.

Payors who have access to the student account via myEOL follow this method:

Step 1: Access the NCCU homepage at http://www.nccu.edu.
Step 2: Select Login to myEOL.
Step 3: Enter Student Assigned Username and Password.
Step 4: Select Submit Button.
Step 5: Select Banner SSB under Personal Assistant Menu.
Step 6: Select Student Tab.
Step 7: Select View E-Bill.
Step 8: Select NCCU Account Suite.
Step 9: Select eBills in the top menu.
Step 10: Select Pay under the Action Heading to pay e-bill by credit card.

Authorized Users

Payors that are Authorized Users (Authorized Users have been given this status by the student and have received an email notifying them of such) follow this method:

>Logon to **Touchnet** for NCCU.
Access the Touchnet login page at https://secure.touchnet.com/C20148_tsa/web/login.jsp
In the *Authorized Users* box, enter your Username and Password [these would have been sent to you via email]. Click on '**Login Now**'.

>Follow instructions to make a Payment.

2013 Summer 1 And Dual Session Payment Deadlines And Procedures (Continued)

Student Accounting office hours, address and general information

The Student Accounting office hours are from 8 a.m. to 4 p.m., Monday through Friday. The mailing address is NCCU, P.O. Box 19713, Durham, NC 27707. The office is located in the Hoey Administration Building, Room 207, 2nd floor. The telephone number is (919) 530-5071 and the fax number is (919) 530-7960. The email address is studentaccounting@nccu.edu.

Purpose Of 2013 Summer 1 and Dual Session Electronic Billing Statements

North Carolina Central University does not mail paper statements. The E-Bill process was implemented in July 2009 and all billing statements must be viewed online. We will notify you by email on a weekly basis when a new statement is ready to be viewed online during the 2013 Summer 1 and Dual Session Registration. After the 2013 Summer 1 and Dual Session Registration is over, we will still notify you by email on a weekly basis based on the 2013 E-Bill Schedule. The 2013 E-Bill Schedule is on the NCCU Home Page at htpp://www.nccu.edu. The 2013 E-Bill Schedule will be located under the Future Students Section under Tuition And Fees.

Attention Financial Aid Recipients:

TITLE IV FUNDS OPTION:

If you incur any Non-Institutional Charges such as parking fines, library fines, medical services fees, etc., we will use your Title IV Funds to pay off any Non-Institutional Charges before you receive any Student Refunds from NCCU. If you would rather pay all Non-Institutional Charges Out-Of-Pocket rather than use your Title IV Funds to pay for these Non-Institutional Charges, please notify the Student Accounting Department via email at studentaccounting@nccu.edu as soon as possible. If you choose this option, we will not process any Student Refunds for you until all of your Non-Institutional Charges have been paid out-of-pocket by you. You must submit an email to the Student Accounting Department at studentaccounting@nccu.edu to notify us that all of your Non-Institutional Charges have been paid in full and you are now requesting any remaining credit on your account in the form of a Student Refund. The scheduled processing of your Student Refund Request will be determined by the Refund Schedule for that particular term. All Refund Schedules for each term will be posted online under the Student Accounting Department Section under Forms prior to the first day of class for each semester. Please make sure to monitor your Account Summary By Term on a weekly basis for any Non-Institutional Charges as well as charges for all required Tuition, Fees, Room, and Board.

2013 Summer 1 And Dual Session Payment Deadlines And Procedures (Continued)

Account Summary By Term

Your Account Summary By Term on MyEOL (My Eagles Online) shows you the most recent charges and payments to your student account. It is very important that you check your Account Summary By Term on a daily basis in order to make all necessary payments to avoid cancelled class schedules or late payment fees.

Information About Your Room And Board

For inquiries concerning your room, call (919) 530-5157 or (919) 530-6227.
For inquiries concerning your meal plan, call (919) 530-5010.

Information about your class schedule

For inquiries concerning your class schedule, call the Registrar's Office at

(919) 530-5053.

Information about your financial aid

For inquiries concerning your financial aid, call the Scholarships & Student Aid Office at (919) 530-6180.

Information about your books

(919) 530-5010 or (919) 530-6445.
Students who are eligible for a refund may use the credit to purchase books during specific dates specified by the Follett Book Store. Please call (919) 530-5010 for those specific dates. If you have a credit on your account you may go to **My Eagles Online (my EOL)** at http://www.nccu.edu and authorize the Eagle Card Office to use all or a portion of your credit toward books. Select **Students**. Select **My Eagles Online (myEOL)**. Select **Students** again. Select **Enter Secure Area** (**User Log In).** Enter your **Student ID/Banner ID Number** and **PIN**. Select **Login**. Select **Student & Financial Aid**. Select **Student Records**. Select **Request Book Allowance** and follow the remaining instructions on the web page.
This must be done prior to the processing of refunds. Students must review their balance to ensure that book charges are on their account. Students are responsible for any book charges that appear on their account after the processing of refunds.

Important Reminders

Online Address Update Feature

Please keep all of your addresses up-to-date online so we will have the correct address to mail your 1098-T form for your tax reporting purposes. Your 1098-T form will reflect your qualified charges, scholarships, and grants for the tax year. Please Note: Your permanent address cannot be updated online. Your permanent address must be updated in the Registrar's Office.

Student's NCCU Email Account

Please check your NCCU email account on a daily basis to make sure that you don't miss important announcements concerning your payment due dates.

Online Account Summary By Term

Please check your Account Summary By Term every week to make sure that all of your charges for the semester have been paid.

Refund Checks

Please check your student account online to make sure all your charges for tuition, fees, housing and meal plan have been charged to your account before you spend your refund. It is your responsibility to pay for your room and board charges if you spend your refund check before these charges have been applied to your student account.