Fall 2013 Payment Information – Financial Clearance

Please verify if your student account is validated for the Fall 2013 Term by going to MyEOL and selecting **Student Account and Financial Validation Status**. If the message states you are not validated for the Fall 2013 Term, please follow step1 thru step 3. **Course schedules will be cancelled for those students who have not made satisfactory payment by 4 p.m. on August 23, 2013.**

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 Fall 2013 Term, 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 Fall 2013 Term, 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 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 Fall 2013 charges must be paid in 2 equal installments. This first installment is due by September 10, 2013 and the final installment is due by October 10, 2013. Failure to meet these installment payment deadlines of September 10, 2013 and/ or October 10, 2013 will result in a $20.00 installment late fee for each missed installment payment deadline.

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 Fall 2013 Term, then you have made satisfactory payment arrangements for the Fall 2013 Term.
If you receive a message stating you are not validated for the Fall 2013 Term, please repeat step 1 thru step 3 until you receive the validated status message.

Please note: If you drop or add classes during the Fall 2013 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 Fall 2013 classes.

Fall 2013 Payment Information – Financial Clearance

Student Accounting Office Hours, Address and General Information

The Student Accounting office hours are from 8 a.m. to 5 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.

Student Accounting Services

All students who need Student Accounting Services related to the registration process Should go to the Eagle Service Center with the exception of those students who need assistance with the following services:

1. Submitting student direct deposit forms
2. Submitting Parent Plus Loan Documents
3. Third Party Billing
4. Flagging predetermined student accounts for financial clearance
5. Non-Enrolled students who need to discuss collection issues

The Eagle Service Center is located in the lower level of the Student Union. Their telephone number is 919-530-6180.

Purpose Of Fall 2013 Electronic Billing Statements:

We have implemented the E-Bill process and all billing statements must be viewed online. North Carolina Central University does not mail billing statements. We will notify you by email on a weekly basis when a new e-bill is ready to be viewed online 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 Student Accounting Department Section under Forms.

Fall 2013 Payment Information – Financial Clearance

To Students: How To Set Up Parents As Authorized Users

From this new menu, you can give others (parents, employers, etc.) the ability to access your account information. In Compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

1) Please go to the Self Service Banner to add your Authorized User.
2) Select **Student Account and Financial Validation Status.**
3) At the bottom of the Account Summary by Term Screen, select **Account Detail.**
4) Select **NCCU ACCOUNT SUITE**.
5) Select the **Authorized Users** tab.
6) Select **Add an Authorized User**.
7) Enter the E-mail Address of the Authorized User.
8) Answer the next 2 questions in this menu.
9) Select **Add User**.

To Parents: How To Login As 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.

Fall 2013 Payment Information – Financial Clearance

Effective Each Fall Term: Due to Federal Regulations, you will only be allowed to use $200.00 of your Fall 2013 Federal Financial Aid Award to pay towards any outstanding balance up to one financial aid award year prior to the Fall 2013 Term. If you have any questions concerning your financial aid award, please contact your Financial Aid Counselor at 919-530-6180.

Information About Refunds

A Fall 2013 refund schedule will be posted on the NCCU Home Page under the Student Accounting Department Section under Forms for your convenience prior to the first day of class. For questions or additional information, please call the Student Accounting Office at (919) 530-5071.

Mandatory Direct Deposit Sign-Up For Student Refunds

All Freshmen and Transfer Students must sign up for Direct Deposit in order to receive student refunds.

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.

How to Process an Insurance Waiver for Fall 2013

Blue Cross Blue Shield of North Carolina (BCBSNC) **(student insurance plan) will be accepting on-line student insurance waivers beginning June 3, 2013.**

Visit www.bcbsnc.com/student
beginning June 3, 2013 to start the process.

If you are using the insurance fee as part of your ½ payment (payment plan) toward your Fall 2013 charges, your deadline to submit an insurance waiver is August 5, 2013.

If you do not plan to use the insurance fee as part of your ½ payment (payment plan) toward your Fall 2013 charges, your deadline to submit an insurance waiver is September 10, 2013.

Fall 2013 Payment Plan Options

For a nominal fee, installment payment options are available. Installment payment options include the University Payment Plan and Sallie Mae's TuitionPay Plan.

University Payment Plan

The University Payment Plan requires one half of the total cost per semester plus a $25.00 processing fee to be paid by 4 p.m. on August 5, 2013. The remaining balance must be paid in two equal installments for the next two months in order to avoid late fees. The fee for the payment plan is $25.00 per semester. In order to avoid late fees of $20.00 per installment, the remaining balance must be paid as follows:

First Installment is due by September 10, 2013.
Second Installment is due by October 10, 2013.

The **deadline** for entering into the University Payment Plan for the Fall 2013 term is **August 5, 2013 by 4 p.m.**

Sallie Mae's TuitionPay Plan

Sallie Mae's TuitionPay Plan is handled by an outside agency. Under this plan, the cost of your Fall 2013 tuition and fees can be divided into 5 monthly installments if you enroll by June 2013 and 4 monthly installments if you enroll after June 2013. Sallie Mae's Fall 2013 TuitionPay Plan must be paid in full by October 2013. The enrollment fee for this plan is $35.00 per semester and payments are mailed directly to Sallie Mae's TuitionPay Plan office. The agency submits your payments to the university on a monthly basis. Please note: Sallie Mae's TuitionPay Plan charges a late fee for each missed installment payment deadline and those late fees are retained by that agency. For more information about Sallie Mae's TuitionPay Plan, call 1-800-635-0120 or visit their website at **www.tuitionpay.salliemae.com.**

The last day to participate in Sallie Mae's Fall 2013 TuitionPay Plan is August 5, 2013 at 4 p.m. Please note: Sallie Mae's TuitionPay Plan will not contract for prior balances.

Open Enrollment for Sallie Mae's Spring 2014 TuitionPay Plan begins October 2013. The cost of your Spring 2014 tuition and fees can be divided into 5 monthly installments if you enroll in October 2013 and 4 monthly installments if you enroll after October 2013. Sallie Mae's Spring 2014 TuitionPay Plan must be paid in full by March 2014. The enrollment fee for this plan is $35.00 per semester and payments are mailed directly to Sallie Mae's TuitionPay Plan office. The agency submits your payments to the university on a monthly basis. Please note: Sallie Mae's TuitionPay Plan charges a late fee for each missed installment payment deadline and those late fees are retained by that agency. For more information about Sallie Mae's TuitionPay Plan, call 1-800-635-0120 or visit their website at **www.tuitionpay.salliemae.com.**

The last day to participate in Sallie Mae's Spring 2014 TuitionPay Plan is January 2, 2014 by 4 p.m. Please note: Sallie Mae's TuitionPay Plan will not contract for prior balances. The Fall 2013 TuitionPay Plan must be paid in full before you can enroll into Sallie Mae's Spring 2014 Tuition Pay Plan.

Fall 2013 Payment Information – Financial Clearance

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 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.

Information about book scholarships

Those students that have Book Scholarships awarded by Financial Aid must go to Follett Bookstore to utilize this award. You must inform a representative of Follett Bookstore that you want to use your book award. **Please note. If you do not use the award, you lose it.**

Fall 2013 Payment Information – Financial Clearance

Online Address Update Procedures

Address Updates can now be accomplished online via the web at http://www.nccu.edu. Type 'my EOL' in the Search window at top of page. Select 'SEARCH'. Select '**My Eagles Online (myEOL)**' result. In the main body of this page select '**Students'.** Select '**Enter Secure Area (User Log In)**'. Student will need to enter their User ID [which is their Banner ID #] and their student PIN [which is issued to them by their Academic Advisor].)

>Select '**Personal Information'** link.

>Select '**Update Address(es) and Phone(s)'** link.

You will be allowed to update your **Local**, **Campus**, **Billing**, and **Mailing Address** and Phone Numbers associated with these Address Types online. **Please remember to inactivate your old addresses and phone numbers.** All other addresses must be updated in the Registrar's Office.

The Online Address Feature will be temporarily suspended during the Student Refund Processes. During these times, a message will be displayed stating **"Please Note! The Address Update Feature has been temporarily suspended due to Student Refund Processing."**

Refund Checks will be mailed to the **Local Address** on record for students who do not use the direct deposit option. Please keep your **Local Address** up to date at all times.

Fall 2013 Payment Information – Financial Clearance

Important Reminders

Mandatory Direct Deposit Sign-Up For Student Refunds

All Freshmen and Transfer Students must sign up for Direct Deposit in order to receive student refunds.

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.

Student Refunds

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 student refund. It is your responsibility to pay for your room and board charges if you spend your student refund before these charges have been applied to your student account.

Fall 2013 Payment Information – Financial Clearance

Important Reminders (Continued)

Information about your books

(919) 530-5010 or (919) 530-6445.
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.

Information about book scholarships

Those students that have Book Scholarships awarded by Financial Aid must go to Follett Bookstore to utilize this award. You must inform a representative of Follett Bookstore that you want to use your book award. Please note if you do not use the award, you lose it.

Return to: North Carolina Central University
Student Accounting Office
Address P. O. Box 19587
Room 207 Hoey Admin. Bldg.
Durham, N.C. 27707

Electronic Payment Form

Telephone: 919-530-5071

Fax: 919-530-7960

For your convenience and benefit, the State of North Carolina and North Carolina Central University offer payees the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. To receive payments electronically, you must print, complete this form, attach a voided check, and return the form and void check to the address above.

- **WE DO NOT ACCEPT STARTER CHECKS.**
- **WE ACCEPT VOIDED CHECKS OR A LETTER**
- **ON BANK LETTERHEAD SIGNED BY A BANK**
- **OFFICIAL. LETTER MUST INCLUDE THE STUDENT'S NAME.**

- **PRINT the following information.**

Payee Name _____

Banner ID # _____

Bank Name _____

Bank Routing Number _____

( ) Checking Account # _____

( ) Savings Account # **LETTER IS REQUIRED FROM BANK ON BANK LETTERHEAD AND SIGNED BY BANK OFFICIAL, VERIFYING BANK ROUTING NUMBER AND BANK ACCOUNT NUMBER.**

Mailing Address _____

Email Address _____

Telephone Number _____

Authorized Signature: _____ Date: _____

- **ATTACH VOIDED CHECK**

THIS PART BELOW MUST BE COMPLETED BY ALL STUDENTS.

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFOC).
Check one of the following:

_____I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit the account that I have designated, the entire payment amount **is not** subject to being transferred to a foreign bank account.

_____I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount **is** subject to be transferred to a foreign bank account. I understand that any electronic payments that may be remitted to me may be labeled with "IAT" International ACH Transaction as the standard entry class. I acknowledge that availability of funds credited to the account will be subject to my financial institution's policies and procedures.

NOTES: Students, adding a class after receiving a refund, **will be charged additional tuition and fees** for the added class(es). Students, who drop a class after receiving their refund, **are subject to owe money back** to the university if their financial aid is reduced due to a lesser course load. Your authorized signature on this Electronic Payment Form authorizes the Student Accounting Department to cancel any previous banking information on your Student Account.

Estimated 2013-2014 Room Rates (per semester)

Listed below are the estimated room rates for 2013-2014. Designations and rates are subject to change.

Residence Hall	Designation	2013-14 Estimated Rate
Annie Day Shepard	First Year University Honors Program *Suite Style, Coed*	Single $3,143.27 Double $2,920.70
Baynes	First Year *Corridor Style, Coed*	$2,331.41
Chidley North	Sophomores *Corridor, Suite Style, Coed*	Corridor $3,136.35 Suite Style $3,287.76
Eagle Landing	Juniors, Seniors *Apartment Style, Coed*	3 BR / 2BA $3,698.30 4 BR / 2BA $3,497.33
Eagleson	First Year *Corridor Style, Coed*	$2,437.61
George Street	Juniors and Seniors *Suite Style, Coed*	$2,760.90
Martha Street	Graduate/Law and Non-traditional *Apartment Style, Coed*	2 BR / 2 BA $3,807.38 2 BR / 1 BA $3,669.06 1 BR / 1 BA $3,903.63
McLean	First Year *Corridor Style, Coed*	$2,331.41
New Res. Hall II	First Year *Corridor and Suite Style, Male*	Corridor $2,437.92 Suite $2,652.67
Richmond	First Year *Corridor and Suite Style, Coed*	Corridor $2,437.92 Suite $2,652.67
Ruffin	Sophomores, First Year spring sport student-athletes *Suite Style, Coed*	Single $3,143.27 Double $2,920.70
Rush	Sophomores *Corridor Style, Coed*	$2,331.41

Estimated 2013-2014 Meal Plan Rates (per semester)

Listed below are the estimated meal plan rates for 2013-2014.

Meal Plan	Meal Plan Rate
Q (21 Meals Per Week/200 Flex)	$1,629.00
R (14 Meals Per Week/275 Flex)	$1,500.00
S (14 Meals Per Week/200 Flex)	$1,438.00
T (8 Meals Per Week/350 Flex)	$1,268.00 (Eagle Landing)
L (Commuter Plan 75 Meals/75 Flex)	$ 398.00 (Not For Boarding Students)
M (Commuter Plan 50 Meals/50 Flex	$ 269.00 (Not For Boarding Students)
W (Commuter Plan 100 Meals/100 Flex	$ 559.00 (Not For Boarding Students)