

## **How To Determine If You Are Financially Cleared And Validated For The 2016 Summer 1 And Dual Session**

**The first payment for the 2016 Summer 1 and Dual Session is due by May 25, 2016 at 4 P.M.**

**Course schedules will be canceled for those students who have not made satisfactory payment arrangements by May 25, 2016 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>. 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 2016 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 2016 Summer 1 and/or Dual Session, please follow step 1 thru step 3. **Course schedules will be canceled for those students who are not validated by May 25, 2016 at 4 P.M.**

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

2<sup>nd</sup> If you have a balance due for any terms prior to the 2016 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.

3<sup>rd</sup> When you view your charges for the 2016 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 2016 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 2016 Summer 1 and/or Dual Session charges must be paid in full by June 6, 2016. Failure to meet this installment payment deadline of June 6, 2016 will result in a \$20.00 installment late fee for the missed installment payment deadline.

## **How To Determine If You Are Financially Cleared And Validated For The 2016 Summer 1 And Dual Session (Continued)**

4<sup>th</sup> 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 2016 Summer 1 and/or Dual Session, then you have made satisfactory payment arrangements for the 2016 Summer 1 and/or Dual Session.

If you receive a message stating you are not validated for the 2016 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 2016 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 2016 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.

### **2016 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 25, 2016 at 4 p.m.** The remaining balance must be paid by June 6, 2016 in order to avoid a late fee of \$20.00. The **deadline** for entering into the University Payment Plan for the 2016 Summer and/or Dual Session is **May 25, 2016 at 4 p.m.**

## **How To Determine If You Are Financially Cleared And Validated For The 2016 Summer 1 And Dual Session (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](mailto: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 eStatements 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](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.

## **How To Determine If You Are Financially Cleared And Validated For The 2016 Summer 1 And Dual Session (Continued)**

### **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. The email address is [studentaccounting@nccu.edu](mailto:studentaccounting@nccu.edu).

### **Purpose Of 2016 Summer 1 and Dual Session Electronic Billing Statements**

North Carolina Central University does not mail paper statements but we do upload an E-Bill to the student's campus email every week. We also notify students by email on a weekly basis when a new E-Bill is ready to be viewed online. The 2016 E-Bill Schedule is located on the NCCU Home Page under Future Students/ Tuition and Fees/E-Bill Schedule (PDF).

### **Attention Financial Aid Recipients: TITLE IV FUNDS OPTION:**

Please make your payment selections on Self-Service Banner concerning Title IV Financial Aid Awards.

**Please Note: This is not confirmation that you have received a Title IV Financial Aid Award. Financial Aid is determined by the information that you provide on your FAFSA Application and it is a Need-Based Award.**

The Title IV Financial Aid Selection gives you to choice to determine if you want your Title IV Financial Aid to be used to pay for Non-Institutional Charges such as parking fines or library fines. If you choose not to allow NCCU to use your Title IV Financial Aid to pay for your Non-Institutional Charges, you will be responsible for paying for those charges out-of-pocket before you will be allowed to register for any future terms.

If you do not make a payment selection concerning the Title IV Financial Aid and you have actually been awarded any Title IV Financial Aid you will be blocked from registering for future terms until you have made your Title IV Financial Aid payment selections. You must make a selection for Prior Year Non-Institutional Charges and Current Year Non-Institutional Charges concerning your Title IV Financial Aid on Self-Service Banner.

## **How To Determine If You Are Financially Cleared And Validated For The 2016 Summer 1 And Dual Session (Continued)**

### **TITLE IV FUNDS OPTION: (Continued)**

If you have any questions, the Student Accounting Department will be able to assist you. You are welcome to come to the Student Accounting Department and use one of our computers in our office in order to make your Title IV Financial Aid Payment Selections. Our office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

### **Account Detail for Term**

Your Account Detail for 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 Detail for Term on a daily basis in order to make all necessary payments to avoid canceled 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

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### **Information about your books (Continued)**

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 refund checks and 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 and it will be mailed to your permanent address if you do not select the email option. 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 Detail for 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.