

## **2017 Summer 1 And Dual Session Payment Plan Option**

### **2017 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 **4 p.m. on May 31, 2017**. The remaining balance must be paid by June 16, 2017 in order to avoid a late fee of \$20.00. The **deadline** for entering into the University Payment Plan for the 2017 Summer and/or Dual Session is by **4 p.m. on May 31, 2017**.

### **Cashier's office hours, address and payment information**

The Bursar's summer hours are from 8:30 a.m. to 5:00 p.m., Monday through Thursday and from 8:30 a.m. to 11:00 a.m. on Friday. The dates for the summer hours are May 15, 2017 to August 4, 2017.

The Bursar's fall thru spring hours are from 8:30 a.m. to 4:00 p.m., Monday through Friday. The dates for the fall through spring hours are August 7, 2017 to May 11, 2018.

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 919-530-6209, 919-530-6014 and (919) 530-6234 and 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>.

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***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.

## **2017 Summer 1 And Dual Session Payment Plan Option (Continued)**

### **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.