

## **How To Determine The Satisfactory Payment Arrangement Amount For The Spring 2018 Term**

Please verify if your student account is validated for the Spring 2018 Term by going to MyEOL and selecting **Student Account and Financial Validation Status**. If the message states you are not validated for the Spring 2018 Term, please follow step 1 thru step 3. **Course schedules will be cancelled for those students who have not made satisfactory payment by 4 p.m. on January 12, 2018.**

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 Spring 2018 Term, 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 Spring 2018 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 Spring 2018 charges must be paid in 2 equal installments. The first installment is due by February 1, 2018 and the final installment is due by March 1, 2018. Failure to meet these installment payment deadlines of February 1, 2018 and/or March 1, 2018 will result in a \$20.00 installment late fee for each missed installment payment deadline.

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 Spring 2018 Term, then you have made satisfactory payment arrangements for the Spring 2018 Term. If you receive a message stating you are not validated for the Spring 2018 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 Spring 2018 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 Spring 2018 classes.