

# **Spring 2018 Bill Payment Procedures And Deadlines**

## **North Carolina Central University Approved Schedule of Tuition and Fees Undergraduate Students – 2017-2018**

	<b>On-Campus In State Cost Per Semester</b>	<b>On-Campus In State Annual Cost</b>	<b>On-Campus Out of State Cost Per Semester</b>	<b>On-Campus Out of State Annual Cost</b>
<b>Tuition&amp; Fees (12-21)</b>	<b>\$4,469.61</b>	<b>\$8,939.22</b>	<b>\$10,823.11</b>	<b>\$21,646.22</b>
<b>Room</b>	<b>4,100.00</b>	<b>8,200.00</b>	<b>4,100.00</b>	<b>8,200.00</b>
<b>Board (21 Meal Plan)</b>	<b>1,875.87</b>	<b>3,751.74</b>	<b>1,875.87</b>	<b>3,751.74</b>
<b>Post Office Box Rental</b>	<b>15.00</b>	<b>30.00</b>	<b>15.00</b>	<b>30.00</b>
<b>Total</b>	<b>\$10,460.48</b>	<b>\$20,920.96</b>	<b>\$16,813.98</b>	<b>\$33,627.96</b>

**Payment for the spring 2018 term is due by 4 p.m. on January 2, 2018.**

**Course schedules will be canceled for those students who have not made satisfactory payment by 4 p.m. on January 12, 2018.**

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 by January 12, 2018.

### **Distance Education & Online Courses**

Please note: Additional Tuition & Fees Will Be Charged For Distance Education & Online Courses If Your Enrollment In On-Campus Courses Has Not Reached Full-Time Status.

# **Spring 2018 Bill Payment Procedures And Deadlines (Continued)**

## **Where To Pay**

The Bursar Office's hours are from 8:30 a.m. to 4:00 p.m., Monday through Friday. The mailing address is North Carolina Central University, Comptroller's Office, 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).

Accepted methods of payment are Visa, MasterCard, cash, money orders, and checks.

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.

# **Spring 2018 Bill Payment Procedures And Deadlines (Continued)**

## **How To Determine The Satisfactory Payment Arrangement Amount**

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.

# **Spring 2018 Bill Payment Procedures And Deadlines (Continued)**

## **Student Accounting Office's Hours, Address and General Information**

The Student Accounting Office's hours are from 8:00 a.m. to 5:00 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. Third Party Billing
2. Student Refund Inquiries
3. Flagging predetermined student accounts for financial clearance
4. Non-enrolled students who need to discuss collection issues
5. Submitting Approved Faculty and Staff Tuition Waiver Forms
6. 1098-T Inquiries

## **Spring 2018 Electronic Billing Statements:**

North Carolina Central University uses the Electronic Billing (E-Bill) process in which all billing statements are viewed online. NCCU does not mail paper 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 2017-2018 E-Bill Schedule. The 2017-2018 E-Bill Schedule is located on the NCCU Home Page under Future Students/Tuition and Fees/E-Bill Schedule (PDF).

## **Prior Balance Limitations Effective Each Spring Term:**

All of your Spring 2018 financial aid can be used to pay off your Fall 2017 balance as long as it leaves you with enough Spring 2018 financial aid to pay at least ½ of your Spring 2018 charges. However, due to Federal Regulations, you will only be allowed to use \$200.00 of your Spring 2018 Federal Financial Aid Award to pay towards an outstanding balance up to one financial aid award year prior to the Spring 2018 Term. If you have any questions concerning your financial aid award, please contact your Financial Aid Counselor at 919-530-6180.

# **Spring 2018 Bill Payment Procedures And Deadlines (Continued)**

## **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.

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.

# Title IV Financial Aid Payment Selection Procedures

1. Students will login into Banner SSB via MyEOL.

North Carolina Central University logo and navigation links: ABOUT NCCU, ACADEMICS, RESEARCH, ADMISSIONS, CAMPUS LIFE, ATHLETICS, GIVING.

Home / myEOL

## EMPLOYEE PORTAL

### COMMUNITY ENGAGEMENT REPOSITORY

**Help Us Improve Our Reach!**

[TAKE SURVEY](#)

#### Personal Assistant

- HelpDesk
- Profile
- Banner SSB
- Black Board
- Email
- Banner INB
- Eagle's Purch
- SharePoint
- PeopleAdmin

#### Calendar

All Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Events for April 02, 2015**

- 10:40 am [Candidate Meet & Greet](#)
- 06:00 pm [SGA Student Body President & Vice-President Candidate Speech & Debate](#)

[Main Calendar](#)

#### What's happening?

You can type 140 more characters.  [Post](#)

- Alenhard:** Lost bookbag if found please contact an award will be given  
20 hours and 3 minutes ago via [myEOL](#) | [Anthony Lenhard's Profile](#) | [Like](#)
- mwilliams-t:** @lgarre10 May I have details please?  
yesterday via [myEOL](#) | [Monica Williams's Profile](#) | [Like](#)
- lgarre10:** Anyone had at least Early Childcare 119? There is a full-time job available. Ask for details?  
2 days ago via [myEOL](#) | [Janice Garrett's Profile](#) | [Like](#) (2)
- cvjs:** Music Industry Students! If you have not registered for Summer or Fall classes yet please email me!  
2 days ago via [myEOL](#) | [Christopher Vaj's Profile](#) | [Like](#)
- wharnett:** Student Session-Personal Development: Professional Motives Tuesday, March 31st at 7pm, Hubbard-Totten Auditorium  
3 days ago via [myEOL](#) | [Janelle Eby's Profile](#) | [Like](#) (1)

[View More](#)

#### To Do List

[Add Task](#)

You have not added any tasks.


2. Students will click on the Student Tab in Banner SSB.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** myEOL, Student Services & Financial Aid
- Address Bar:** [https://ssbprod11g.nccu.edu/pls/NCCUPROD/twbkwbis.P\\_GenMenu?name=bmenu.P\\_StuMainMnu](https://ssbprod11g.nccu.edu/pls/NCCUPROD/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu)
- Header:** North Carolina Central University logo, "TRUTH & SERVICE", and a portrait of a man.
- Navigation Menu:** Personal Information, **Student**, Financial Aid, Employee, WebTailor Administration, Finance
- Search:** Search  Go
- Section Header:** **Student Services & Financial Aid**
- Registration:** [Registration](#)  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
- NCCU Book Store:** [NCCU Book Store](#)  
Text Book Information
- Student Records:** [Student Records](#)  
View your holds; Display your grades and transcripts; Review charges and payments.
- View E-Bill:** [View E-Bill](#)  
View E-Bill; Make a payment.
- Financial Aid:** [Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
- Student Forms:** [Student Forms](#)  
Housing applications
- Clearinghouse Student Self-Service Site:** [Clearinghouse Student Self-Service Site](#)  
Clearinghouse Web Interface
- Request Meal Plans:** [Request Meal Plans](#)
- Request Educational Supplies:** [Request Educational Supplies](#)
- Request Parking Plans:** [Request Parking Plans](#)
- Student Account:** [Student Account](#)
- RELEASE: 8.5**

3. Students will then click on Student Account.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** myEOL x Student Services & Financial Aid x
- Address Bar:** [https://ssbprod11g.nccu.edu/pls/NCCUPROD/twbkwbis.P\\_GenMenu?name=bmenu.P\\_StuMainMnu](https://ssbprod11g.nccu.edu/pls/NCCUPROD/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu)
- Header:** NORTH CAROLINA CENTRAL UNIVERSITY FOUNDED 1824 TRUTH & SERVICE
- Navigation Menu:** Personal Information | **Student** | Financial Aid | Employee | WebTailor Administration | Finance
- Search:** Search  Go
- Section Header:**  **Student Services & Financial Aid**
- Registration:** [Registration](#)  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
- NCCU Book Store:** [NCCU Book Store](#)  
Text Book Information
- Student Records:** [Student Records](#)  
View your holds; Display your grades and transcripts; Review charges and payments.
- View E-Bill:** [View E-Bill](#)  
View E-Bill; Make a payment.
- Financial Aid:** [Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
- Student Forms:** [Student Forms](#)  
Housing applications
- Clearinghouse Student Self-Service Site:** [Clearinghouse Student Self-Service Site](#)  
Clearinghouse Web Interface
- Request Meal Plans:** [Request Meal Plans](#)
- Request Educational Supplies:** [Request Educational Supplies](#)  
Request Educational Supplies
- Request Parking Plans:** [Request Parking Plans](#)  
Request Parking Plans
- Student Account:** [Student Account](#)
- RELEASE: 8.5**



4. Students will then click on Tile IV Student Aid.
5. At this point the student will make a selection whether Yes or No for payments regarding the *Current and Prior Year* and press submit.

The screenshot shows a web browser window with two tabs: 'myEOL' and 'Student Account'. The address bar displays the URL: [https://ssbprod11g.nccu.edu/pls/NCCUPROD/twbkwbis.P\\_GenMenu?name=bmenu.P\\_ARMnu](https://ssbprod11g.nccu.edu/pls/NCCUPROD/twbkwbis.P_GenMenu?name=bmenu.P_ARMnu). The page header features the North Carolina Central University logo with the text 'NORTH CAROLINA CENTRAL UNIVERSITY FOUNDED 1918' and the motto 'TRUTH & SERVICE' next to a portrait of a man. Below the header is a navigation menu with tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', 'WebTailor Administration', and 'Finance'. A search bar is located below the menu with a 'Go' button. The main content area is titled 'Student Account' and lists several links: 'Account Summary', 'Account Summary by Term', 'Account Detail for Term', 'Statement and Payment History', 'Select Tax Year', 'Tax Notification', 'View Holds', 'Title IV Student Aid', and 'Title IV Student Aid Result Summary'. A horizontal line is present below the links, and the text 'RELEASE: 8.5' is displayed at the bottom of the page.

# **Spring 2018 Bill Payment Procedures And Deadlines**

## **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](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.

# **Spring 2018 Bill Payment Procedures And Deadlines**

## **Information About Refunds**

A Spring 2018 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.

## **Direct Deposit Option For Student Refunds**

We highly recommend that all students sign up for Direct Deposit in order to receive student refunds in the most convenient and quickest way. Students who sign up for Direct Deposit receive their student refunds earlier than the students who opt to have their student refund checks mailed to them.

Please check your student account online to make sure all of 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.

## Student Direct Deposit Instructions For Self Service Banner

- 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 **Banner SSB**.
- Step 5:** Select **Enter Secure Area** (User Log In).
- Step 6:** Enter Student Assigned Banner ID and PIN.
- Step 7:** Select **Login**.
- Step 8:** Select **Student** Tab.
- Step 9:** Select **Student Account**.
- Step 10:** Select **Direct Deposit** Link
- Step 11:** Select **Continue**.
- Step 12:** If there is no “Active” Accounts Payable information, enter the bank routing number and bank account number to add a direct deposit, and then select “**Add Account**”.
- Step 13:** If there is “Active” Accounts Payable information and you want to add new direct deposit information, you must first select “**Inactive**” under the Accounts Payable column in order to inactivate the existing student bank record. Then select “**Save Changes**”.
- Step 14:** Enter the new bank routing number and new bank account number to add a direct deposit, and then select “**Add Account**”.

Your direct deposit information will be prenoted on the 1<sup>st</sup> student refund cycle and will be active on the 2<sup>nd</sup> student refund cycle. Prenote means your bank must confirm your bank information before we can send any money to your bank. **You will receive emails when you make changes to your bank information. You will also receive emails when your account information has been verified by your bank. During the above processes, you will not receive a refund until your direct deposit account is active in Banner.**

**The Online Direct Deposit Feature will be temporarily suspended during the Student Refund Processes.**

### Student Accounting Department Contact Information

Brenda Mitchell, Refund Clerk - Phone: 919-530-6881  
Tamara Docher, Assistant Refund Clerk – Phone: 919-530-5070  
North Carolina Central University  
Hoey Administration Building – Room 208  
Durham, NC 27707

## **Student Refund Checks**

Refund checks are mailed to the student's active address on file in the following order:

Local Address  
Campus Address  
Billing Address  
Mailing Address  
Permanent Address

Please keep all of your addresses up-to-date via the Online Update Address Feature in Self-Service Banner so we will have the correct address to mail your refund checks.

Please Note: **Your permanent address cannot be updated online. Your permanent address must be updated in the Registrar's Office.**

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.

## **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.

# **IMPORTANT STUDENT INSURANCE WAIVER INFORMATION FOR SPRING 2018:**

## **WAIVE OUT OR YOU'RE IN!**

North Carolina Central University students meeting specific eligibility criteria are required to have health insurance. NCCU is offering a cost effective option for our students through Student Blue from Blue Cross and Blue Shield of North Carolina (BCBSNC).

## **ELIGIBILITY REQUIREMENTS:**

- Undergraduate/Graduate Students must be in degree seeking programs and enrolled in 6 or more credit hours on main campus.
- All students meeting the eligibility/requirement criteria will be automatically billed for the Student Health Insurance Plan. It is the student's responsibility to complete an online waiver to opt out of the Student Health Insurance Plan in order for the waiver credit to be applied to the student's bill.
- Waivers or enrollment must be completed by **January 31, 2018** for the Spring 2018 semester.
- NOTE: Distance Education students ONLY are not required to have health insurance nor are they required to waive out.
- Please visit [www.studentbluenc.com](http://www.studentbluenc.com) to waive out, enroll, or find more information about the Student Health Insurance Plan.

**If you are using the insurance waiver fee as part of your ½ payment (payment plan) toward your Spring 2018 charges, your deadline to submit an insurance waiver is Monday January 8, 2018.**

**If you do not plan to use the insurance waiver fee as part of your ½ payment (payment plan) toward your Spring 2018 charges, your deadline to submit an insurance waiver is January 31, 2018.**

# **Spring 2018 Payment Plan Options**

For a nominal fee, installment payment options are available. Installment payment options include the University Payment Plan and Higher One's Tuition Payment 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 January 2, 2018. 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 February 1, 2018.**

**Second Installment is due by March 1, 2018.**

The **deadline** for entering into the University Payment Plan for the Spring 2018 term is **January 2, 2018 by 4 p.m.**

**Course schedules will be canceled for those students who have not made satisfactory payment arrangements by 4 p.m. on January 12, 2018.**

## **Higher One Tuition Payment Plan**

Open Enrollment for Higher One's Spring 2018 Tuition Payment Plan begins November 1, 2017. The cost of your Spring 2018 tuition and fees can be divided into 5 monthly installments if you enroll by November 1, 2017. The number of monthly installments decreases each month after November 1, 2017. Higher One's Spring 2017 Tuition Payment Plan must be paid in full by March 1, 2018. The enrollment fee for this plan is \$35.00 per semester and payments are mailed directly to Higher One's Tuition Payment Plan office. The agency submits your payments to the university on a monthly basis. Please note: Higher One's Tuition Payment Plan charges a late fee for each missed installment payment deadline and those late fees are retained by that agency. For more information about Higher One's Tuition Payment Plan, call 1-800-635-0120 or visit their website at <https://TuitionPayment.higherone.com>.

**The last day to participate in Higher One's Spring 2018 Tuition Payment Plan is January 2, 2018 by 4 p.m. Please note: Higher One's Tuition Payment Plan will not contract for prior balances. The Fall 2017 Higher One Tuition Payment Plan must be paid in full before you can enroll into Higher One's Spring 2018 Tuition Payment Plan.**

**Course schedules will be canceled for those students who have not made satisfactory payment arrangements by 4 p.m. on January 12, 2018.**

# **Spring 2018 Bill Payment Procedures And Deadlines**

## **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 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 Room And Board**

For inquiries concerning your room, call (919) 530-5157 or (919) 530-6217. For inquiries concerning your meal plan, call (919) 530-5010.

## **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.**



# **Spring 2018 Bill Payment Procedures And Deadlines**

## **Important Reminders**

### **Direct Deposit Sign-Up For Student Refunds**

We highly recommend that all students sign up for Direct Deposit in order to receive student refunds in the most convenient and quickest way. Students who sign up for Direct Deposit receive their student refunds earlier than the students who opt to have their student refund checks mailed to them.

### **Student Refunds**

Please check your Account Detail For Term 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.

### **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 Detail For Term online every week to make sure that all of your charges for the semester have been paid.

## Approved 2017-2018 Room Rates (per semester)

Listed below are the approved room rates for 2017-2018. Designations and rates are subject to change.

<b>Residence Hall</b>	<b>Designation</b>	<b>2017-18 Estimated Rate</b>
Annie Day Shepard	First Year University Honors Program <i>Suite Style, Coed</i>	Single \$3,350.00 Double \$2,950.00
Baynes	First Year <i>Corridor Style, Coed</i>	\$2,400.00
Chidley North	Sophomores <i>Corridor, Suite Style, Coed</i>	Corridor \$3,100.00 Suite Style \$3,450.00
Eagle Landing	Juniors, Seniors <i>Apartment Style, Coed</i>	3 BR / 2BA \$3,750.00 4 BR / 2BA \$3,600.00
Eagleson	First Year <i>Corridor Style, Coed</i>	\$2,600.00
George Street	Juniors and Seniors <i>Suite Style, Coed</i>	\$3,000.00
Martha Street	Graduate/Law and Non-traditional <i>Apartment Style, Coed</i>	2 BR / 2 BA \$3,800.00 2 BR / 1 BA \$3,900.00 1 BR / 1 BA \$4,100.00
McLean	First Year <i>Corridor Style, Coed</i>	\$2,450.00
New Res. Hall II	First Year <i>Corridor and Suite Style, Male</i>	Corridor \$2,500.00 Suite \$3,000.00
Richmond	First Year <i>Corridor and Suite Style, Coed</i>	Corridor \$2,500.00 Suite \$3,000.00
Ruffin	Sophomores, First Year spring sport student-athletes <i>Suite Style, Coed</i>	Single \$3,350.00 Double \$2,950.00
Rush	Sophomores <i>Corridor Style, Coed</i>	\$2,450.00

# Approved 2017-2018 Meal Plan Rates (per semester)

Listed below are the approved meal plan rates for 2017-2018.

<u>Meal Plan</u>	<u>Meal Plan Rate</u>
Q (21 Meals Per Week/225 Flex)	\$1,875.87
R (14 Meals Per Week/300 Flex)	\$1,727.32
S (14 Meals Per Week/225 Flex)	\$1,655.92
T (8 Meals Per Week/375 Flex)	\$1,460.17 (Eagle Landing)
L (Commuter Plan 75 Meals/75 Flex)	\$ 458.32 (Not For Boarding Students)
M (Commuter Plan 50 Meals/50 Flex)	\$ 309.77 (Not For Boarding Students)
W (Commuter Plan 100 Meals/110 Flex)	\$ 643.72 (Not For Boarding Students)

## **Explanation Of Required Fees**

All student services are supported by required student fees. All expenses including salaries and labor costs for staff that serve the students are supported by these fees. All fees, except the Accident & Sickness Insurance Fee, are mandatory and cannot be waived.

**MEDICAL FEE** covers medications, lab supplies, renovations for upkeep of the facilities and other supplies needed for operations.

**STUDENT UNION FEE AND CAMPUS CENTER FEE** covers the costs of game rooms, lounging areas, meeting rooms and other offices used by the students and the up keep of the facilities for enjoyment and comfort.

**STUDENT ACTIVITY FEE** covers the costs for Homecoming Activities, Coronation of Miss NCCU, Yearbook publications, SGA Entertainment and the publishing of the Campus Echo.

**LYCEUM & CONCERT FEE** covers a full scope of cultural programs including the costs of obtaining noted artists that perform for the student body during the year.

**ATHLETIC FEE** covers maintenance of the stadium, the intercollegiate sports activities, free admission to all home games for full-time students and a reduced admission fee for part-time students, and maintenance of the gymnasium, and sports equipment/supplies.

**ACCIDENT& SICKNESS INSURANCE FEE**- If a student is enrolled in a degree-seeking program, is enrolled in a minimum of 6 on-campus credit hours, and is eligible to pay the campus student medical fee, the accident & sickness insurance fee is automatically included in their tuition and fees. Distance Education students and Executive Masters of Public Administration students are not eligible for the accident & sickness insurance plan.

## **Explanation Of Required Fees (Continued)**

**EDUCATION AND TECHNOLOGY FEE** is for provision of specialized instructional supplies and services and for scientific and data processing equipment not directly related to specific courses.

**TRANSPORTATION FEE** covers the cost of the shuttle bus provided for student transportation to designated drop off points on campus.

**WALKER COMPLEX DEBT SERVICE FEE** covers maintenance of the Walker Complex.

**STUDENT GOVERNMENT FEE** covers the Student Government Association.

**EAGLE CARD FEE** covers the maintenance of the Eagle Card Equipment.

**WEB REGISTRATION FEE** covers the cost of online registration maintenance.

**INFRASTRUCTURE FEE** covers the repair and maintenance of the university's HVAC systems.

**CAMPUS SECURITY FEE** supports campus safety and security initiatives.

**STUDENT CENTER DEBT SERVICE FEE** covers the building of a new student center to replace the Alphonso Elder Student Center.

## **Frequently Asked Questions**

### **Q1. How do I view my student account information and pay my e-bill online?**

**A.** Log in to MyEOL at *www.nccu.edu/myeol*. Under Financial Resources, click the 'Make a Payment' link. This option will load the Student Accounts Payment/Billing suite. You can view charges and credits by selecting 'Account Activity' under the 'My Account' section. You can make a payment by clicking on the green button that says 'Make a Payment' on the 'My Account' page. On the next screen you will have the opportunity to adjust the payment amount if you would like to make a partial payment.

### **Q2. How do I add an Authorized User to my account?**

**A.** Log in to MyEOL *www.nccu.edu*. Under Financial Resources, click the 'Make a Payment' link. This option will load the Student Accounts Payment/Billing suite. Select the 'My Account' tab. Select 'Authorized User,' then enter in the email address of the authorized user you want to establish. Select the 'continue' button and complete the next steps to add a user.

### **Q3. Do I have to fill out anything else to apply for financial aid at North Carolina Central University (NCCU)?**

**A.** The FAFSA is the only application required for financial aid at North Carolina Central University. Additional documentation will be requested for students selected for verification, such as federal tax transcripts, W2's, and/or verification worksheets.

### **Q4. What does a negative balance on my e-bill mean?**

**A.** If the amount of financial aid disbursed is greater than your charges, then you will see a negative balance on your account. This means a refund will be paid to the student. Students may use this refund check to purchase books or for other educational expenses.

## **Frequently Asked Questions (Continued)**

### **Q5. Is there a deadline to apply for financial aid?**

**A.** Students enrolling are encouraged to apply for financial aid as soon as possible after October 1 each year. Since financial aid is limited, filing early means there is a better chance to receive grants.

### **Q6. Why do I have a Health Insurance charge on my eStatement?**

**A.** All students enrolled in six or more degree-seeking credit hours are required to have health insurance. The charge for the fall and/or spring semesters will be listed on your eStatement. If you are covered by another policy, you can waive the Student Health Insurance fee by submitting a waiver. The deadline to submit the waiver is approximately 30 days after the first day of class. Student Insurance waivers are credits and appear on your account as a “Health Insurance Waiver.” It may take up to 30 days for the credit to be processed and credited to your account. Please visit [www.nccu.edu/studenthealth/insurance.cfm](http://www.nccu.edu/studenthealth/insurance.cfm) for the insurance premium fee amount and instructions on the waiver process.

### **Q7. What is the cancellation policy for courses?**

**A.** The university requires that account balances be paid in full by the due dates shown on your e-bill in order to avoid cancellation of courses at the beginning of the term. Full payment is defined as: complete payment of tuition, fees, and charges; payment of the difference of all charges *less* offered financial aid; or enrollment in an NCCU payment plan that will cover the total balance.

### **Q8. How do I set-up a book allowance with financial aid funds?**

**A.** Students are allowed to charge textbooks to their NCCU Eagle Card that have a credit balance. Be prepared to purchase textbooks with personal funds in case financial aid funds are insufficient.

## **Frequently Asked Questions (Continued)**

**Q9. I received a scholarship from an outside source. Who do I inform that this will be credited to my account?**

**A.** The name of the scholarship and amount should be placed on the award letter. The student must appropriately comply with the scholarship requirements and submit requested documents to the donor (i.e. proof of enrollment, award, letter, registration) or you may complete the Scholarship Donor Form and submit information to the appropriate office.

**Q10. When will my grant/scholarship disburse to my account?**

**A.** Grants and institutional scholarships will disburse on the first day of classes.

**Q11. Why has my grant amount changed?**

**A.** Grant amounts are based on the number of enrolled hours. Therefore, as you add/drop classes, the total amount of grants are prorated. Once you have finalized your course schedule your grants will not change.

**Q12. Where can I find help with budgeting and managing my debt?**

**A.** At North Carolina Central University, we want to help you manage your money and get through college without racking up unnecessary debt. Learn tips for budgeting smarter, saving money, and becoming financially stable by contacting our default manager at [defaultprevention@nccu.edu](mailto:defaultprevention@nccu.edu).



## **Frequently Asked Questions (Continued)**

### **Q. WHEN AND HOW WILL I RECEIVE MY FINANCIAL AID REFUND?**

**A.** The Student Accounting Office will process refunds. Undergraduate students with loans must be enrolled in at least six credit hours to receive a refund from their loan proceeds. Graduate and law students with loans must be enrolled in at least four and one half credit hours to receive a refund from their loan proceeds. If you have direct deposit, please allow 5-7 business days for your refund check to post. If you do not have a direct deposit, a paper check will be mailed to your permanent address within 7-14 business days from the date the refund was posted to your student account.

**ENROLLED FULL-TIME STUDENTS**, who overpaid their accounts using personal checks, will be refunded within two weeks after the overpayment occurred during the regular refund cycle. Students whose checks are returned because of insufficient funds will be charged a \$25.00 NSF Fee. In addition, NCCU will not accept personal checks of any form/type for the duration of the student's enrollment at NCCU.

**NON-ENROLLED STUDENTS WITH CREDIT BALANCES** due to payments by cash, check, or credit will receive refunds at the end of the semester in which the credit occurred.

Overpayments caused by credit card payments will not be credited back to the credit card. All overpayments will be mailed to the Local Address on Record or overpayments will be directly deposited in the student's active direct deposit account on file.

For further information about refunds, please visit the Refund Schedule [www.nccu.edu/admissionsandaid/tuitionandfees/refunds.cfm](http://www.nccu.edu/admissionsandaid/tuitionandfees/refunds.cfm)