

2018 Summer 1 And Dual Session Payment Plan Option

2018 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 30, 2018**. The remaining balance must be paid by June 16, 2018 in order to avoid a late fee of \$20.00. The **deadline** for entering into the University Payment Plan for the 2018 Summer and/or Dual Session is by **4 p.m. on May 30, 2018**.

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 14, 2018 to August 3, 2018.

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 6, 2018 to May 10, 2019.

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. 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.

2018 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

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.