

## **How to Determine If You Are Financially Cleared and Validated For The Summer 2, 2019 Session**

**The first payment for the Summer 2, 2019 Session is due by 4 p.m. on July 1, 2019.**

**Course schedules will be canceled for those students who have not made satisfactory payment arrangements by 4 p.m. on July 1, 2019.**

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 If You Are Financially Cleared and Validated For The Summer 2, 2019 Session**

Please verify if your student account is validated for the Summer 2, 2019 Session by going to MyEOL and selecting Student Account and Financial Validation Status. If the message states you are not validated for the Summer 2, 2019 Session, please follow steps 1 thru 3. **Course schedules will be canceled for those students who are not validated by 4 p.m. on July 1, 2019.**

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 Summer 2, 2019 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 Summer 2, 2019 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 Summer 2, 2019 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 Summer 2, 2019 Session charges must be paid in full by July 19, 2019. Failure to meet this installment payment deadline of July 19, 2019 will result in a \$20.00 installment late fee for the 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.

## **How to Determine If You Are Financially Cleared And Validated For The Summer 2, 2019 Session (Continued)**

If you receive a message stating you are validated for the Summer 2, 2019 Session, then you have made satisfactory payment arrangements for the Summer 2, 2019 Session. If you receive a message stating you are not validated for the Summer 2, 2019 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 Summer 2, 2019 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 Summer 2, 2019 Session classes.

### **Where To Pay**

The Cashier'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 13, 2019 to August 2, 2019.

The Cashier'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 5, 2019 to May 08, 2020.

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>.

#### ***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.

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### **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.

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

The Student Accounting Office's summer hours are from 8 a.m. to 6 p.m., Monday through Thursday and from 8 a.m. to 12:00 p.m. on Friday. The summer dates are May 13, 2019 to August 2, 2019.

The Student Accounting Office's fall thru spring hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The dates for the fall through spring hours are August 5, 2019 May 08, 2020.

The mailing address is NCCU, P.O. Box 19713, Durham, NC 27707. The office is located in the James E. Shepherd Administration Building, Room 208, 2nd floor. The telephone number is (919) 530-5071 and the fax number is (919) 530-7960.

### **Information about payment options**

For a nominal fee, an installment payment option is available. The Installment payment option is the University Payment Plan.

### **Summer 2, 2019 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 July 1, 2019**. The remaining balance must be paid by July 19, 2019 in order to avoid a late fee of \$20.00. The **deadline** for entering into the University Payment Plan for the Summer 2, 2019 is by **4 p.m. on July 1, 2019**.

### **Purpose Of Summer 2, 2019 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 2019-2020 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.

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.

The Student Accounting Office's summer hours are from 8 a.m. to 6 p.m., Monday through Thursday and from 8 a.m. to 12:00 p.m. on Friday. The summer dates are May 13, 2019 to August 2, 2019.

The office is located in the James E. Shepherd Administration Building, Room 208, 2nd floor. The telephone number is (919) 530-5071 and the fax number is (919) 530-7960.

### **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.

## **How to Determine If You Are Financially Cleared and Validated For The Summer 2, 2019 Session**

### **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 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.

### **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.**

# **Important Reminders**

## **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.

## **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.

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.

## **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.