Responsibilities: Billing, Payments, Payment Plans, and Refunds

WEBSITE: https://www.wcupa.edu/bursar

PHONE & FAX:
PH: (610) 436-2552
FAX: (610) 436-3049

EMAIL: bursar@wcupa.edu
Estimate Costs – Tuition Cost Calculator

Please note the tuition rates for the 2024-25 academic year will not be set by the PA Board of Governors until they meet on July 10-11, 2024. We will update the estimated cost calculator at that time.

This tool can be used to estimate your costs for an upcoming semester/academic year. This is an estimate, not an official bill. Costs and fees are subject to change.

Summer and Winter tuition and fees are charged on a per credit basis.

Graduate Professional Programs include M.A. in Speech-Language Pathology; M.Ed. in School Counseling; M.S.W. (Social Work); and M.S. in Clinical Mental Health Counseling.

Website: https://www.wcupa.edu/_information/AFA/Fiscal/Bursar/forms/costCalculator/
Payment Options

✔️ **Online Payments (TouchNet)**
One-time payments & payment plan enrollment is through TouchNet. There is no fee for e-check payments. However, a 2.95% convenience fee will be charged by the vendor for debit/credit card payments.

✔️ **Personal Checks & Cash**
We accept personal checks and cash in-person at the Bursar Office. Personal checks can also be mailed but must be received prior to the due date. DO NOT SEND CASH!

✔️ **International Payments**
We have partnered with PayMyTuition for all international payments.

✔️ **529 or Third-Party Billing**
Send any 529 authorizations to 529Plans@wcupa.edu if the payment will arrive after the due date. PA 529/TAP may be automatically transmitted.
RamPortal – **Student Financials (Bursar)**

- View Tuition Statements
- Enroll in Payment Plan
- Make Full Payment
- Enroll in eRefunds
Welcome to WCU Bill+Payment Portal!
Starting July 1, 2024, all payments are to be submitted using Bill+Payment Portal. Please select Make a Payment to pay all Summer Session balances.

Term Due Dates:
- Summer Session 2 Due Date: June 17, 2024
- Summer Post Session Due Date: July 22, 2024

Billing Information
- All billing is paperless
- If a parent/guardian would like notification of when the statements are available and have direct access to the billing portal, add them as an Authorized User.

Payment Plan Information
- Payment plans are available for enrollment by clicking Payment Plans from the menu or Enroll in Payment Plan button on the home page.
  - All of our payment plans are automatic withdrawals on the scheduled due date.
  - The bi-weekly plan dates will be scheduled based on the date of enrollment.
- For more information about our payments plans, please visit our website.

• View Activity
• Enroll in Payment Plan
• Make one-time Payment
• View Statements
• Add Authorized Users
• Enroll in eRefunds
Bill + Payment – Authorized User(s)

Students will choose Authorized Users from My Profile Setup menu.
Bill+Payment – Adding Authorized Users

Students have the option to add Authorized Users to view and make payments on their behalf:

- Allow person to view billing statement and account activity
- Allow person to view payment history and account activity
- Allow person to receive your payment plan communications
Bill+Payment – Authorized User(s) Access

Authorized User(s):
- Access the Authorized User portal link from our website.
- Enter your login credentials to gain access to Bill + Payment

NOTE: your student will need to grant access to any Authorized User to gain access.
The Authorized User(s) will receive two separate emails:

1. Provides their username and confirmation of their access
2. Temporary password to set up their account
After a new password is created, the Authorized User will have access to view their:

- Personal Profile
- Payment Profile
- Security Settings

The Authorized User may navigate to their home page to view their student’s bill, submit payment, or enroll in a payment plan.
Bill+Payment – Payment Plans

Select

Schedule

Agreement

Select a term: Fall 2024 (Current)

If plans are available for multiple accounts, you must select both account and term.

<table>
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<th>Setup Fee</th>
<th>Required Down Payment</th>
<th>Installments</th>
<th>Action</th>
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<td>20.00%</td>
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</table>
**Criteria to Pay USH Housing Bill:**
- Must be full-time student (12-18 credits)
- Have an USH address listed in profile
- Signed Title IV Authorization with Financial Aid
- No prior outstanding balances

**Options to Pay:**
- PAY USH BALANCE
- APPLY EXCESS AID TO USH CHARGES
RamPortal – Authorizing Funds for USH
**Bursar’s Office Check List**

- **Estimate Your Costs**
  Use our Cost Calculator to estimate the Fall 2024 costs when applying for Financial Aid.

- **Authorize User Access**
  Create an **Authorize User** in Bill+Payment to gain access to view bills and/or submit payments on your student's behalf.

- **Send Funds to USH**
  Students use the experience card on RamPortal to authorize funds toward the USH bill.

- **Pay Bill Timely**
  Fall 2024 bills are due **August 15, 2024**. To avoid a late fee, it is imperative to submit payment in full OR enroll in a payment plan by the due date.
WELCOME TO WCU

#RamsUp