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
Welcome to your Ram Portal! Here you can see the Fall 2024 Class Schedule and plan for registration.

My Personal Information
- Click the button to review your personal information profile

MyWCU
- Check the box to access
  - Register for Summer classes
  - Wear your ID
  - Secure your transcripts
  - Keep your transfer credit summary
  - View your class balance
  - Submit your housing application

My Holds
- You have 1 Hold Preventing Registration

My Tasks
- You have 0 Tasks

Register for Fall 24
- Browse the course schedule, plan ahead, and add/drop classes when registration opens

Advisors (Swipe/Click Arrows)
- Major Advisor

My Personal Links
- Add quick links
  - Create links to your most important pages.

To-Do List
- Add your tasks
  - Create personal tasks and reminders.

Registration Dates
- Fall 2024
  - Begin: 08/22/2024 03:00 PM
  - End: 02/14/2024 11:59 PM

Academic History
- Click button to review the courses you have already completed and transferred into WCU through the unofficial transcript.

Student Access
- student_tutorials
### Estimate Costs – Tuition Cost Calculator

**ESTIMATED 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.

<table>
<thead>
<tr>
<th>Academic Career:</th>
<th>Residency:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>— Please Select —</td>
<td>— Please Select —</td>
<td>— Please Select —</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits:</th>
<th>Housing:</th>
<th>Meal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>— Please Select —</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

[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
Bill+Payment – My Account Home Page

- View Activity
- Enroll in Payment Plan
- Make one-time Payment

- View Statements
- Add Authorized Users
- Enroll in eRefunds
Bill+Payment – Authorized User(s)

Student will choose Authorized Users from My Profile Setup menu
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
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

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

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Setup Fee</th>
<th>Required Down Payment</th>
<th>Installments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2024 Full Term - 5 Payments</td>
<td>$35.00</td>
<td>20.00%</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Fall 2024 Full Term - 4 Payments</td>
<td>$35.00</td>
<td>25.00%</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fall 2024 Full Term - 3 Payments</td>
<td>$35.00</td>
<td>33.00%</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fall 2024 Full Term - 2 Payments</td>
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<td>50.00%</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Fall 2024 Full Term - Bi-Weekly</td>
<td>$35.00</td>
<td>20.00%</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to WCU Bill + Payment!

Fall 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.

Add an Authorized User
Does someone need access to your billing portal? Choose Authorized Users from your Profile Setup to add a parent or guardian.
Authorized Users will not have access to stored payment methods, academic records or personal information.

View Account: Katelyn Cashmere
Balance: $11,490.71

Payment Plans
Fall 2024 Full Term - 5 Payments

<table>
<thead>
<tr>
<th>Scheduled installments</th>
<th>Date</th>
<th>Payer</th>
<th>Method</th>
<th>Status</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment 1 of 4</td>
<td>8/15/24</td>
<td>Mom Checking Test</td>
<td>Scheduled</td>
<td>$2,027.98</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installment 2 of 4</td>
<td>9/15/24</td>
<td>Mom Checking Test</td>
<td>Scheduled</td>
<td>$2,027.97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installment 3 of 4</td>
<td>10/15/24</td>
<td>Mom Checking Test</td>
<td>Scheduled</td>
<td>$2,027.98</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installment 4 of 4</td>
<td>11/15/24</td>
<td>Mom Checking Test</td>
<td>Scheduled</td>
<td>$2,027.97</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Balance Not Included in Plan: $3,378.81

Statements
Click the button to view your current account balance and details.
RamPortal – Authorizing Funds for USH

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
Apply Excess Financial Aid to USH Housing Charges

Student Information

- Student ID
- First Name
- Last Name
- Email
- USH Room Charges
- Excess Aid

Authorization

- I authorize WCU to send the amount below to University Student Housing to apply to my USH bill.
- USH Authorization Amount
- Student Signature

Submit
Final Reminders

✔ 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 12, 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