This document will provide instructions for students to view, pay or apply aid to their housing charges via the University Housing Charges card on the RamPortal homepage.

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NAVIGATION: University Student Housing card on the RamPortal home page

- Log into RamPortal – ramportal.wcupa.edu
  - The RamPortal Home Page Navigation.docx provides basic navigation instructions.
  - Locate the “University Student Housing” card on your RamPortal home page.
VIEW CHARGES

- Your University Student housing (USH) balance can be found in the middle of the card next to “USH Balance”.
- Notice the text in red at the bottom of the card - “Please Note: Recent authorizations to apply excess financial aid to your USH charges may not be reflected in the balance shown above.” See below for instructions to apply excess financial aid to the USH charges.

![University Student Housing Card](image)

APPLY EXCESS AID TO USH CHARGES

- If you have excess aid available to apply to your USH charges, a block titled “Apply Excess Aid to USH Charges” will appear on your card below the balance.
  - If you do not have excess aid, this button will not appear on your card.

![Apply Excess Aid to USH Charges](image)

- Click the “Apply Excess Aid to USH Charges” block.
- Complete all fields of the Student Information section. Then, click the box to authorize WCU to send the amount to the University Student housing to apply to your USH bill.
In the “USH Authorization Amount” box, enter the amount of excess Financial Aid funds you’d like to apply to your USH bill.

- **NOTES:**
  - The amount cannot be greater than your room charge total. If a greater amount is entered, you will receive the following error, shown in the red box below. If this error appears, reenter an amount less than your room charge.
  - The amount cannot be greater than the Excess Aid amount.
  - Do not use the dollar sign “$” in the USG Authorization Amount field. If you attempt to use the “$” symbol, the field will become shaded red and an error will appear in the top left corner of your screen stating, “USH Authorization Amount: The value must be a Floating Point value”. This error means you need to enter the amount with numbers and a decimal (i.e. 5000.00).
• Once the correct amount is entered, click the “Student Signature” box to sign the document.
  o A window will appear where you can use your mouse to sign your signature.

• Next, click the “Apply Signature” box.
• The “Date Submitted” field will auto populate with the current date.
• Once the signature is applied, click the “Submit” button which appears at the bottom left corner.