PAYMENT INFORMATION

Payment of Fees

Students should receive fall semester bills by mid to late July and spring semester bills by the first week of December. All initial semester bills will be mailed to the students’ home address and sent electronically to the students’ official WCU e-mail address.

Mid-semester statements, including those for the Partial Payment Plan, will only be sent electronically to the student’s WCU e-mail address. Students will be required to check their WCU e-mail often for important dates and deadlines. For students who rely on parents/guardians to pay their bills, it is highly recommended that students select parents/guardians as authorized payers through the web-based QuikPAY system. Doing so will assure that both students and parents/guardians will receive notification e-mails when new bills/statements are available.

It is the responsibility of each student to pay/submit the semester bill by the due date. Students who fail to pay or submit their bill by the due date will be assessed a $50 late payment fee. Non-receipt of a semester bill does not relieve the student of the responsibility of paying/submitting the bill by the due date. Address changes should be made through myWCU. Be sure to allow sufficient time to reflect an accurate billing address.

Students who are receiving approved financial aid awards that fully cover or exceed the amount of their bills do not have to pay, but they must submit to the Office of the Bursar (http://www.wcupa.edu/bursar) the appropriate portion of their semester bill to complete registration. Fully covered financial aid students also have the option of activating their account online via myWCU. Failure to return the bill or activate/confirm attendance online, even if no payment is due, may result in the cancellation of registration/schedule and the assessment of late penalties. Students who cannot pay their bills in full by the due date may apply for partial payment (see Partial Payment Policy).

Failure to meet the payment deadline could result in cancellation of the student’s schedule. In order to have another schedule reinstated, the student would have to pay his or her bill in full as well as a $35 late registration fee.

Students who owe money to the University will have a hold placed on their accounts. If students do not clear the hold by paying the amount owed, it will cancel registration/scheduling for future semesters, prevent the release of transcripts, and prohibit graduation clearance. The University also may, at its discretion, invoke any other penalty appropriate for a particular case in which money is owed to the University.

Partial Payment Policy

The University extends partial payment privileges to all students who are in good financial standing and have not defaulted on a previous payment plan. The nonrefundable fee charged for this service is $35 per semester. There is no payment plan for summer terms. Installment payments received late are subject to a $25 late payment fee. Partial payment statements will only be sent electronically to the student’s WCU e-mail address and authorized payer’s e-mail address. For more information about the plan offered, contact the Office of the Bursar (http://www.wcupa.edu/bursar) at 610-436-2552.

Uncollectible Check Policy

A fee of $25 is charged for any paper check or e-check returned to the University for insufficient funds, stopped payment, or closed account. The University may, at its discretion, charge this fee for any check returned to it for any other reason.

The check will be returned to the student upon its replacement. Students who have two or more checks returned against their accounts will no longer be able to make payment by personal check; all future payments must be made by cash or certified check.

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