

PAYMENT INFORMATION

Payment of Fees

Students receive an email notification when new charges are posted to their account. Upon receipt of the email, students may view and print an On-Demand Bill via RamPortal/TouchNet. Students are required to check their WCU e-mail regularly. In order for parents/supporters to view and print an On-Demand Bill, students must add them as an Authorized User through RamPortal/TouchNet.

TouchNet Online Payments

TouchNet is the university's online billing and payment system and allows students to:

- View Account Activity
- View and print an On-Demand bill
- Pay using e-check or credit card: Visa, MasterCard, American Express, and Discover Card (A convenience fee of 2.95% will be assessed by our vendor for credit card payments.)
- Authorize Users (parents, supporters, or sponsors) to pay charges
- Enroll in a payment plan for Fall, Spring, and Summer semesters

Please note: Students must first set up Authorized Users in TouchNet before they are able to access the system.

Students can also make payments in person using cash, check, or money order.

It is the responsibility of each student to pay their charges by the due date. Students who fail to pay by the due date will be assessed a \$50 late payment fee. Students who cannot pay their charges in full by the due date may enroll in a partial payment plan (see Partial Payment Policy). **Failure to pay by the due date may result in the cancellation of registration/schedule and the assessment of late penalties.**

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 has partnered with TouchNet to offer a variety of payment plan options. These plans are available 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. For more information about the plans offered, please visit the Bursar's webpage (https://www.wcupa.edu/_information/AFA/Fiscal/Bursar/paymentPlans.aspx) or contact the office 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.

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.