



# WCSU PAYMENT PLAN

## TO ENROLL IN THE ONLINE PAYMENT PLAN:

- Login to your Banner Web account at <https://bannerweb.wcsu.edu>
- Click the “**Secure login**” button
- Enter your WCSU Windows username and password and click the “**Login**” button.
- Select “**CONNECT Cash and EZpay**”
  - A. To view your current statement, select “**My Account**” from the top menu options and then select “**Statements**”.
  - B. To enroll in a payment plan select “**Payment Plans**” from the top menu options or select the “**Enroll in a Payment Plan**” button on the student view home page.
- You will be prompted to select the term for which you are enrolling into the payment plan (Fall, Spring or Summer)
- The available plans will display, review the plan details and then click the “**Select**” button.
- The payment schedule will display listing the installment dates and payment amounts.
- **You will be prompted to pay the \$35 enrollment fee and the payment method used to pay the \$35 enrollment fee will be the payment method to pay each installment. Payments will automatically be charged to the payment account on each installment due date.**
- The Payment Plan Agreement page will display: *Read and if you agree to the terms and conditions, check the “I Agree” box select “Continue”*
- Select “**Continue**” as prompted to complete enrollment and to enter payment information.

### Please note the following:

- **Students with a past due balance are prevented from enrolling into a payment plan, please pay all past due balances prior to enrolling.**
- **The payment plan auto recalculates to account for changes in charges or financial aid. An email notification is sent when a recalculation occurs.**
- **Students must go through the enrollment process for each semester that you want to use the payment plan to pay for your charges, the plan does not auto renew each semester.**
- **Enrollment is limited to one payment plan each semester.**
- **Credit/Debit card payments are subject to a 2.85% / \$3 minimum service fee. The convenience fee is a non-refundable fee.**
- **Late installment payments are subject to a \$50 late payment fee.**

### FALL SEMESTER:

The down payment amount and number of installments depends on the date you enroll into the payment plan. The \$35 enrollment fee is due at the time of enrollment along with the applicable down payment as noted below:

<u>Enroll by date</u>	<u>Down Payment</u>	<u># of Payments</u>	<u>Installments</u>
June 20 <sup>th</sup> -July 14 <sup>th</sup>	0	5	July 15 <sup>th</sup> , Aug. 15 <sup>th</sup> , Sept. 15 <sup>th</sup> Oct. 15 <sup>th</sup> , Nov. 15 <sup>th</sup>
July 15 <sup>th</sup> – Aug 15 <sup>th</sup>	25%	3	Sept. 15 <sup>th</sup> , Oct. 15 <sup>th</sup> , Nov 15 <sup>th</sup>
Aug. 16 <sup>th</sup> -Sept. 15 <sup>th</sup>	33%	2	Oct 15 <sup>th</sup> , Nov 15 <sup>th</sup>

\*Fall bills are posted online on June 20<sup>th</sup> and payment is due July 15<sup>th</sup>.

### SPRING SEMESTER:

<u>Enroll by date</u>	<u>Down Payment</u>	<u># of Payments</u>	<u>Installments</u>
Nov. 20 <sup>th</sup> -Dec 14 <sup>th</sup>	0	5	Dec 15 <sup>th</sup> , Jan, 15 <sup>th</sup> , Feb. 15 <sup>th</sup> March. 15 <sup>th</sup> , April. 15 <sup>th</sup>
Dec. 15 <sup>th</sup> – Jan. 15 <sup>th</sup>	25%	3	Feb. 15 <sup>th</sup> , March 15 <sup>th</sup> , April 15 <sup>th</sup>
Jan. 16 <sup>th</sup> -Feb. 15 <sup>th</sup>	33%	2	March 15 <sup>th</sup> , April 15 <sup>th</sup>

\*Spring bills are posted online on Nov. 20<sup>th</sup> and payment is due Dec. 15<sup>th</sup>.

**SUMMER SESSION:** See our website at [www.wcsu.edu/cashiers](http://www.wcsu.edu/cashiers) for payment plan enrollment information and installment dates.

**\*Students must go through the enrollment process for each semester that you want to use the payment plan to pay for your charges, the plan does not auto renew each semester.**

**\*\*Payment methods: ACH using your checking or savings account. MasterCard, Visa, Discover and AMEX. Credit/Debit card payments are subject to a 2.85% / \$3 minimum service fee. The convenience fee is a non-refundable fee.**