OFFICE OF THE BURSAR

STUDENT FINANCIALS

Bursar's Office
Information

Responsibilities: Billing, Payments, Payment Plans, and Refunds

WEBSITE: https://www.wcupa.edu/bursar
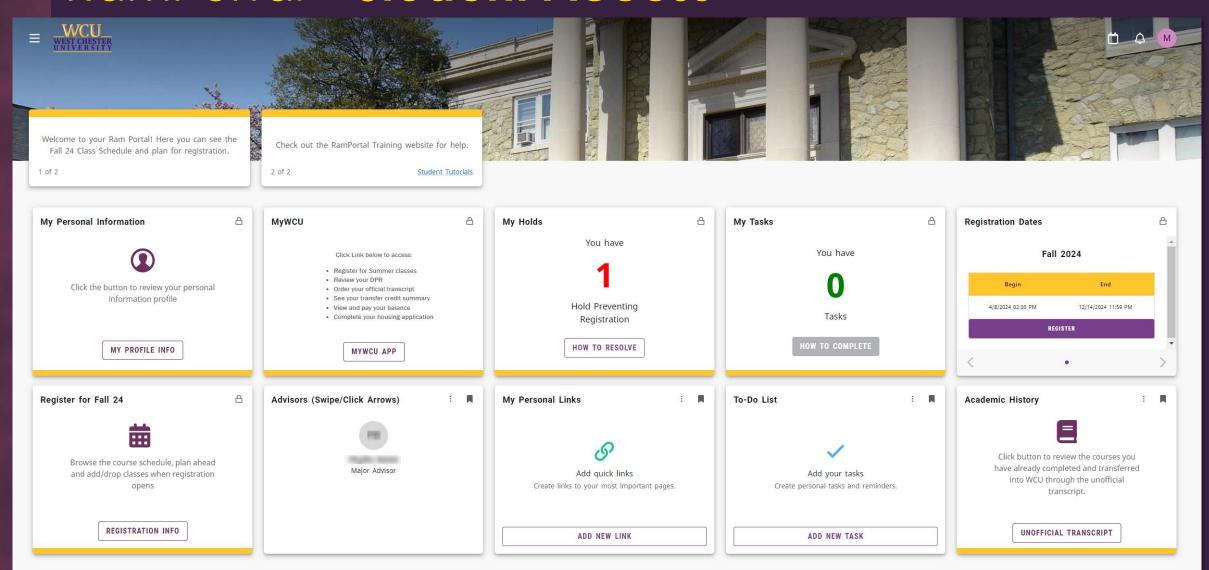
PHONE & FAX:
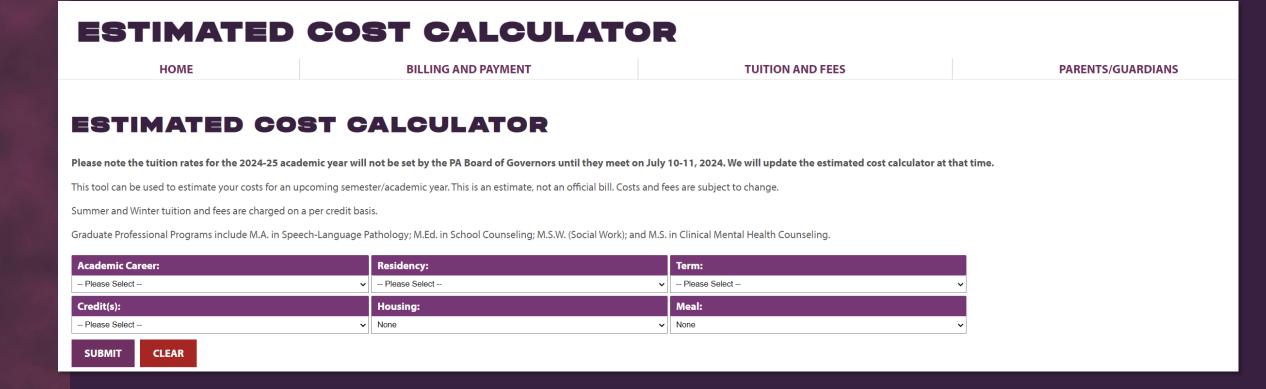PH: (610) 436-2552
FAX: (610) 436-3049

EMAIL:
bursar@wcupa.edu

RamPortal – **Student Access**

Estimate Costs – **Tuition Cost Calculator**

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.
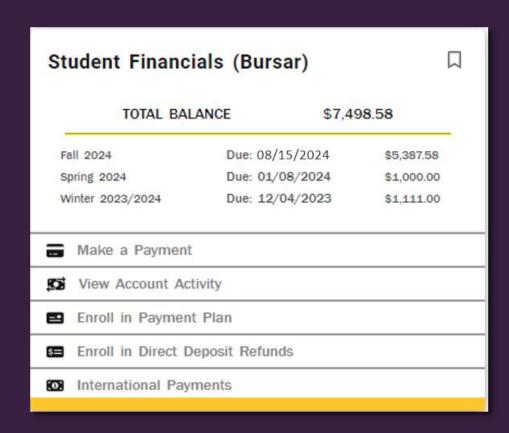
✓ **International Payments**

We have partnered with PayMyTuition for all international 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!

✓ **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)**
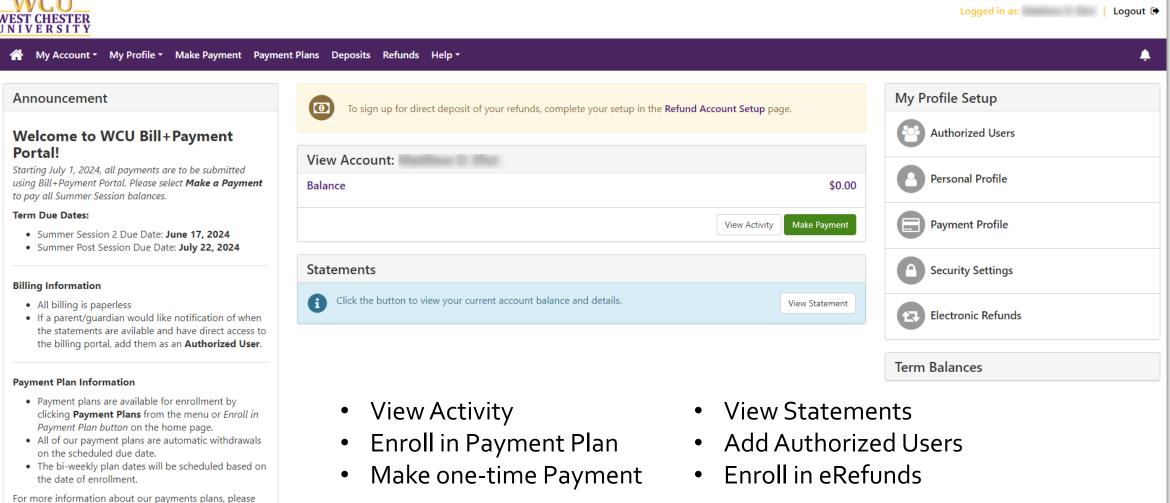

- View Tuition Statements

- Enroll in Payment Plan

- Make Full Payment

- Enroll in eRefunds

Bill+Payment – **My Account Home Page**
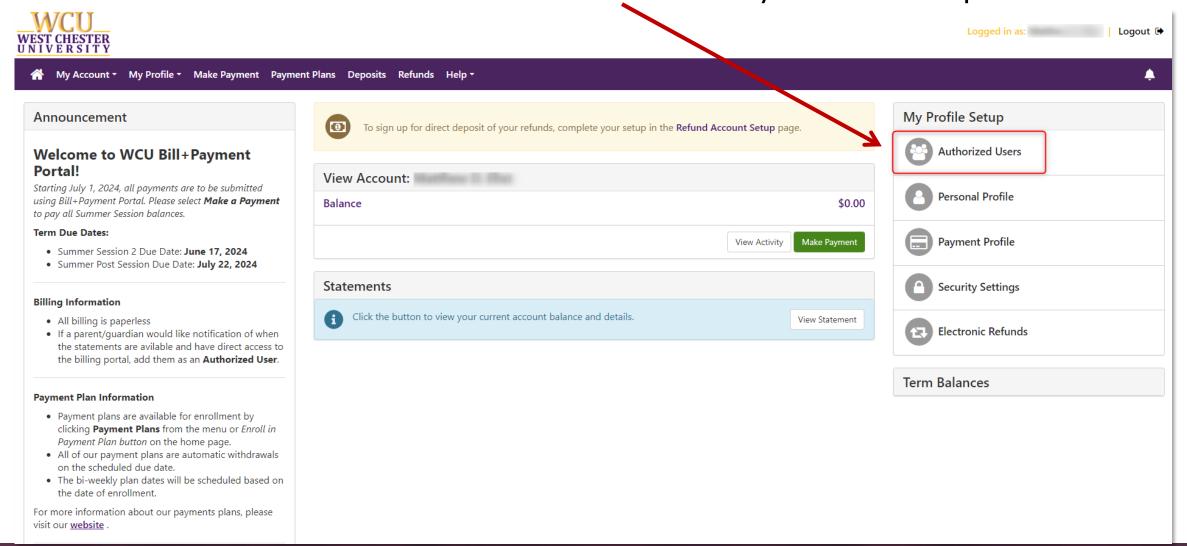

- View Activity
- Enroll in Payment Plan
- Make one-time Payment
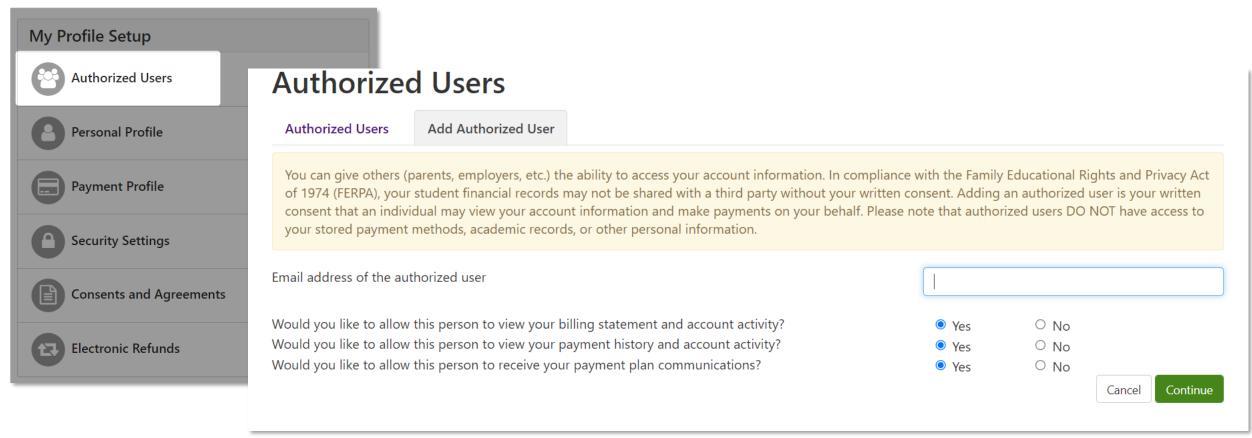- View Statements
- Add Authorized Users
- Enroll in eRefunds

Bill+Payment – **Authorized User(s)**

Students will choose Authorized Users from My Profile Setup menu

Bill+Payment – **Adding Authorized Users**

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

Authorized Users

| Authorized Users | Add Authorized User |

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?   ● Yes   ○ No
Would you like to allow this person to view your payment history and account activity?   ● Yes   ○ No
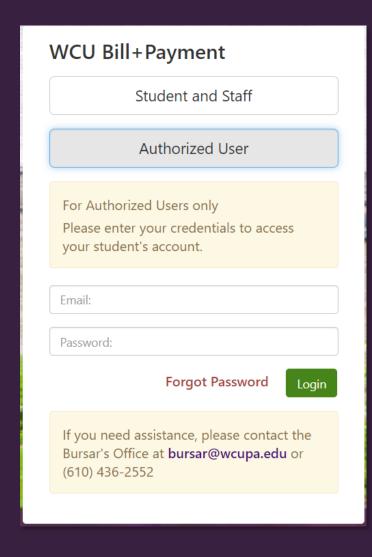Would you like to allow this person to receive your payment plan communications?   ● Yes   ○ No

Cancel   Continue

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

Bill+Payment – **Authorized User(s) Access**

WCU Bill+Payment

Student and Staff

Authorized User

For Authorized Users only
Please enter your credentials to access your student's account.

Email:

Password:

Forgot Password   Login

If you need assistance, please contact the Bursar's Office at bursar@wcupa.edu or (610) 436-2552

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.

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TouchNet – **Authorized Users**

The Authorized User(2) will receive two separate emails

1. Provides their username and confirmation of their access
2. Temporary password to set up their account

Authorized User Profile Setup

Reset password. Please enter a new password.

*Indicates required fields

Full name:* | First name | Last name

Password Requirements

> **Minimum 12 character length and must contain the following:**
> - 1 upper case letter
> - 1 lower case letter
> - 1 number
> - 1 of the following special characters:
>   !"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

New password:*

Confirm password:*

Cancel   Continue
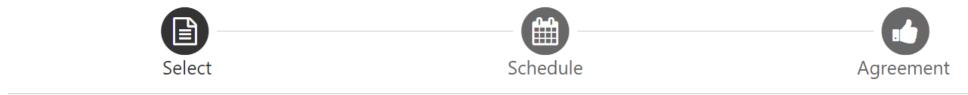
Bill+Payment – **Authorized User(s) Profile Page**

My Profile

Personal Profile Payment Profile Security Settings

- Your profile changes were saved.
- Your password has been successfully changed.
- You can add or update your personal information.

*Full name [ ] [ ] Edit

Login ID | Email address Edit

Password ••••••••••• Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.
Secondary email address: Edit

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number Edit

☐ Send me additional text message notifications about my account events (such as new bills or upcoming payments)

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**

Select   Schedule   Agreement
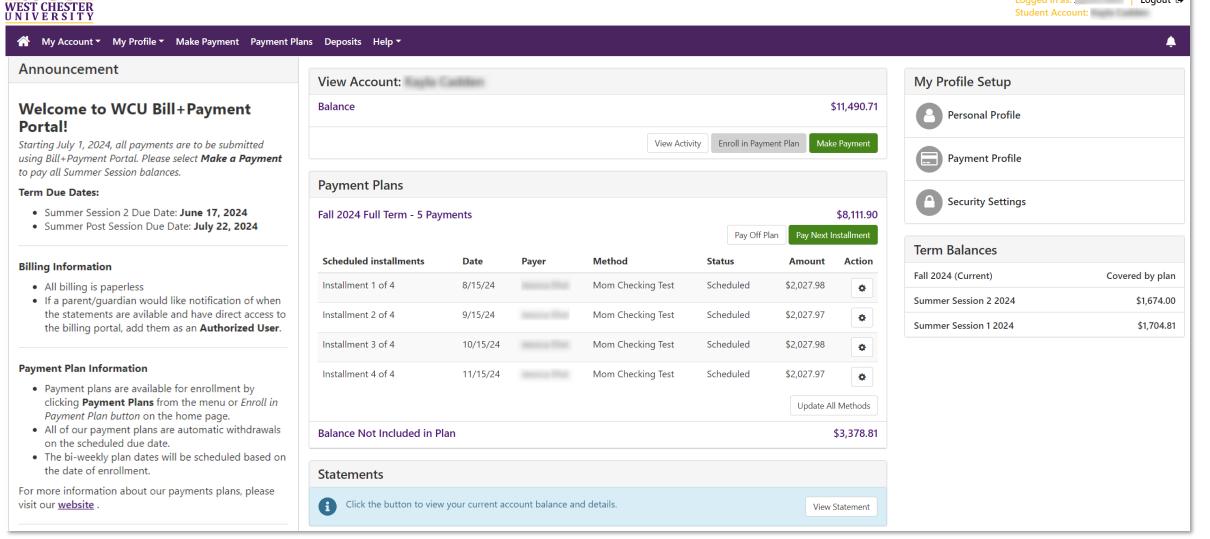
Select a term   Fall 2024 (Current)   Select

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

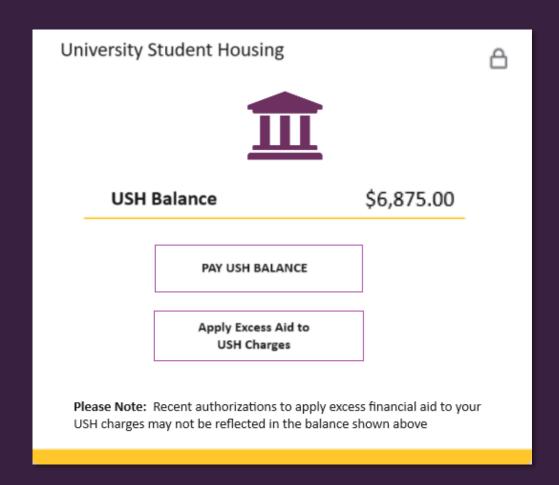| Plan Name	Setup Fee	Required Down Payment	Installments	Action
Fall 2024 Full Term - 5 Payments	$35.00	20.00%	4	Details Select
Fall 2024 Full Term - 4 Payments	$35.00	25.00%	3	Details Select
Fall 2024 Full Term - 3 Payments	$35.00	33.00%	2	Details Select
Fall 2024 Full Term - 2 Payments	$35.00	50.00%	1	Details Select
Fall 2024 Full Term - Bi-Weekly	$35.00	20.00%	8	Details Select

Bill+Payment – **Authorized User Home Page**

RamPortal – Authorizing Funds for USH

University Student Housing 🔒

USH Balance $6,875.00

PAY USH BALANCE

Apply Excess Aid to USH Charges

Please Note: Recent authorizations to apply excess financial aid to your USH charges may not be reflected in the balance shown above
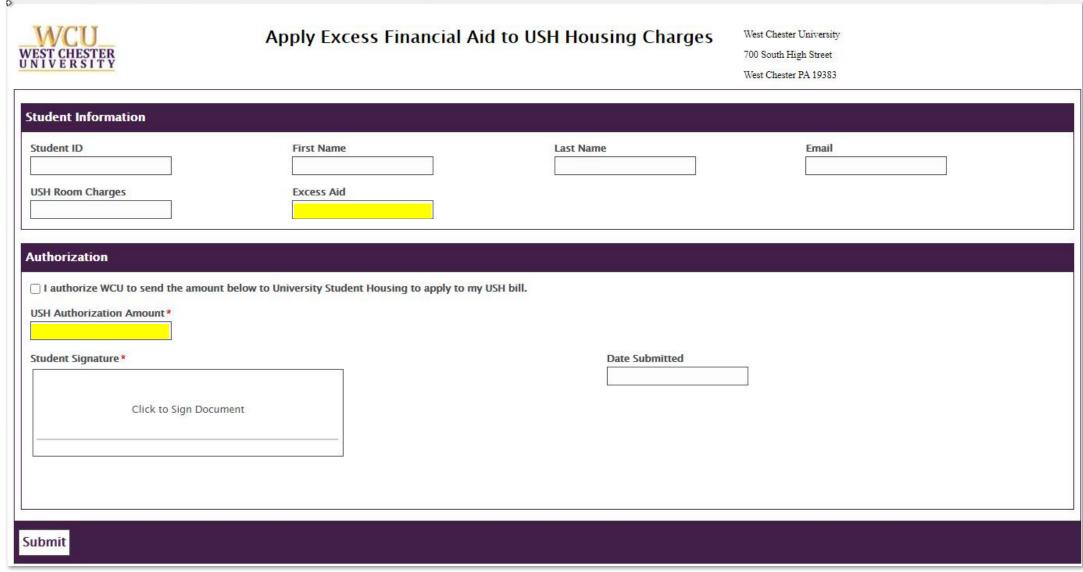
Criteria to Pay USH Housing Bill:
- ✓ Must be full-time student (12-18 credits)
- ✓ Have an USH address listed in profile
- ✓ Signed Title IV Authorization with Financial Aid
- ✓ No prior outstanding balances

Options to Pay:
- PAY USH BALANCE
- APPLY EXCESS AID TO USH CHARGES

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RamPortal – **Authorizing Funds for USH**

Bursar's Office Check List

✓ 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 15, 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