



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

WCU WEST CHESTER UNIVERSITY

Welcome to your Ram Portal! Here you can see the Fall 24 Class Schedule and plan for registration.

Check out the RamPortal Training website for help.

My Personal Information

Click the button to review your personal information profile

MY PROFILE INFO

MyWCU

Click Link below to access:

- Register for Summer classes
- Review your DPR
- Order your official transcript
- See your transfer credit summary
- View and pay your balance
- Complete your housing application

MYWCU APP

My Holds

You have **1** Hold Preventing Registration

HOW TO RESOLVE

My Tasks

You have **0** Tasks

HOW TO COMPLETE

Registration Dates

Fall 2024

Begin	End
4/8/2024 02:00 PM	12/14/2024 11:59 PM

REGISTER

Register for Fall 24

Browse the course schedule, plan ahead and add/drop classes when registration opens

REGISTRATION INFO

Advisors (Swipe/Click Arrows)

Major Advisor

My Personal Links

Add quick links
Create links to your most important pages.

ADD NEW LINK

To-Do List

Add your tasks
Create personal tasks and reminders.

ADD NEW TASK

Academic History

Click button to review the courses you have already completed and transferred into WCU through the unofficial transcript.

UNOFFICIAL TRANSCRIPT

Estimate Costs – Tuition Cost Calculator

ESTIMATED COST CALCULATOR

HOME

BILLING AND PAYMENT

TUITION AND FEES

PARENTS/GUARDIANS

ESTIMATED COST CALCULATOR

Please note the tuition rates for the 2024-25 academic year will not be set by the PA Board of Governors until they meet on July 10-11, 2024. We will update the estimated cost calculator at that time.

This tool can be used to estimate your costs for an upcoming semester/academic year. This is an estimate, not an official bill. Costs and fees are subject to change.

Summer and Winter tuition and fees are charged on a per credit basis.

Graduate Professional Programs include M.A. in Speech-Language Pathology; M.Ed. in School Counseling; M.S.W. (Social Work); and M.S. in Clinical Mental Health Counseling.

Academic Career:	Residency:	Term:
-- Please Select --	-- Please Select --	-- Please Select --
Credit(s):	Housing:	Meal:
-- Please Select --	None	None

SUBMIT

CLEAR

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.

✓ 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!


✓ International Payments

We have partnered with PayMyTuition for all international payments.

✓ 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)

Student Financials (Bursar) 

TOTAL BALANCE		\$7,498.58
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Fall 2024	Due: 08/15/2024	\$5,387.58
Spring 2024	Due: 01/08/2024	\$1,000.00
Winter 2023/2024	Due: 12/04/2023	\$1,111.00

-  Make a Payment
-  View Account Activity
-  Enroll in Payment Plan
-  Enroll in Direct Deposit Refunds
-  International Payments

- View Tuition Statements
- Enroll in Payment Plan
- Make Full Payment
- Enroll in eRefunds

Bill+Payment – My Account Home Page



Logged in as: [redacted] | Logout

Announcement

Welcome to WCU Bill+Payment Portal!

Starting July 1, 2024, all payments are to be submitted using Bill+Payment Portal. Please select **Make a Payment** to pay all Summer Session balances.

Term Due Dates:

- Summer Session 2 Due Date: **June 17, 2024**
- Summer Post Session Due Date: **July 22, 2024**

Billing Information

- All billing is paperless
- If a parent/guardian would like notification of when the statements are available and have direct access to the billing portal, add them as an **Authorized User**.

Payment Plan Information

- Payment plans are available for enrollment by clicking **Payment Plans** from the menu or *Enroll in Payment Plan* button on the home page.
- All of our payment plans are automatic withdrawals on the scheduled due date.
- The bi-weekly plan dates will be scheduled based on the date of enrollment.

For more information about our payments plans, please visit our [website](#).



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

View Account: [redacted]

Balance

\$0.00

View Activity

Make Payment

Statements



Click the button to view your current account balance and details.

View Statement

My Profile Setup



Authorized Users



Personal Profile



Payment Profile



Security Settings



Electronic Refunds

Term Balances

- 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



Logged in as: [redacted] | Logout

My Account My Profile Make Payment Payment Plans Deposits Refunds Help

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Balance

\$0.00

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View Statement

My Profile Setup



Authorized Users



Personal Profile



Payment Profile



Security Settings



Electronic Refunds

Term Balances

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

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](#)

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.

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:
!"#\$%&'()*+,-./:;<=>?@[N^_`{|}~

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



Logged in as: [redacted] | Logout

Student Account: [redacted]

- [Home](#)
- [My Account](#)
- [My Profile](#)
- [Make Payment](#)
- [Payment Plans](#)
- [Deposits](#)
- [Help](#)

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For more information about our payments plans, please visit our [website](#).

View Account: *[redacted]*

Balance \$11,490.71

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

Payment Plans

Fall 2024 Full Term - 5 Payments \$8,111.90

[Pay Off Plan](#) [Pay Next Installment](#)

Scheduled installments	Date	Payer	Method	Status	Amount	Action
Installment 1 of 4	8/15/24	[redacted]	Mom Checking Test	Scheduled	\$2,027.98	
Installment 2 of 4	9/15/24	[redacted]	Mom Checking Test	Scheduled	\$2,027.97	
Installment 3 of 4	10/15/24	[redacted]	Mom Checking Test	Scheduled	\$2,027.98	
Installment 4 of 4	11/15/24	[redacted]	Mom Checking Test	Scheduled	\$2,027.97	

[Update All Methods](#)

Balance Not Included in Plan \$3,378.81

Statements

Click the button to view your current account balance and details.

[View Statement](#)


My Profile Setup


- Personal Profile
- Payment Profile
- Security Settings

Term Balances

Fall 2024 (Current)	Covered by plan
Summer Session 2 2024	\$1,674.00
Summer Session 1 2024	\$1,704.81

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

RamPortal – Authorizing Funds for USH



Apply Excess Financial Aid to USH Housing Charges

West Chester University
700 South High Street
West Chester PA 19383

Student Information

Student ID

First Name

Last Name

Email

USH Room Charges

Excess Aid

Authorization

I authorize WCU to send the amount below to University Student Housing to apply to my USH bill.

USH Authorization Amount *

Student Signature *

Click to Sign Document

Date Submitted

Submit

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