Welcome to East Carolina University 2022 Orientation

Cashier’s Office
Main Campus
Old Cafeteria Complex
Greenville, NC
252-737-6886
Topics

Student Account
Billing
Payment Methods and Options
Refunds
Financial Aid Authorizations
Important Notes
Student Account

A student’s account in the Cashier’s Office may include charges for the following items:

• Tuition and Fees
• Housing (optional)
• Meal Plans

Other items that may be included on the bill:
- Extra Course Fees: that require additional charges such as student health charges, remedial math, reading labs, private music lessons, art, sailing, etc.
Student Health Insurance Plan (SHIP)

Eligibility Requirements

Undergraduate students must be, per SHS website:
• In degree seeking, ON-CAMPUS program
• Enrolled in 6 or more credit hours each semester (Fall/Spring)
• Pay the health fee with tuition

Graduate students must be, per SHS website:
• In degree seeking, ON-CAMPUS program
• Enrolled in 3 or more credit hours each semester (Fall/Spring)
• Pay the health fee with tuition

Health insurance is a requirement for students meeting the eligibility criteria listed above.

The deadline to either enroll in or waive out of SHIP is:

Fall 2022 semester-September 12, 2022
Spring 2023 semester-January 31, 2023

Please visit Student Health for more information
Billing

Tuition is billed by term to the student’s account in the Cashier’s Office and will include tuition for Main Campus and/or Distance Education courses.

Students in Cohorts FXT1718F-FXT1718S, FXT1819F-FXT1819S, FXT1920F-FXT1920S and FXT2021F-FXT2021S will be billed tuition using the blocks of credit hour.

All other students are billed tuition per credit hour.

The 2022-2023 tuition and fee rates are published on the website at “Tuition and Fees”.
Undergraduate Student Billing

Required Fees for Undergraduate students are billed based on:

6 or more hours=full-time fee rate
Less than 6 hours=50% of full-time fee rate

Students in a Distance Education program who are enrolled in more than one campus-based course(s) will be billed fees at the main campus rate.

Students in a Distance Education program who are living on campus will be billed fees at the main campus rate.
Graduate Student Billing

Required Fees for Graduate students are billed based on:
- 5 or more credit hours = full-time fee rate
- Less than 5 hours = 50% of full-time fee rate

Students in a Distance Education program who are enrolled in more than one campus-based course(s) will be billed fees at the main campus rate.

Students in a Distance Education program who are living on campus will be billed fees at the main campus rate.
# Payment Methods

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<tbody>
<tr>
<td><strong>In Person</strong></td>
<td>Cash, Check and Pin-Based Debit Cards</td>
</tr>
<tr>
<td><strong>By Mail</strong></td>
<td>Check must be postmarked by August 4, 2022 for Fall 2022 term.</td>
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<td></td>
<td>For more information please visit: <a href="#">Important Dates</a></td>
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<tr>
<td><strong>By Wire Transfer</strong></td>
<td>Contact the Cashier’s Office for more details at</td>
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<td></td>
<td><a href="mailto:cashier@ecu.edu">cashier@ecu.edu</a> or 252-737-6886.</td>
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<tr>
<td><strong>Online</strong></td>
<td>Electronic Check (no fee) please verify with your bank</td>
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<td></td>
<td>that the account is valid and can be used for ACH payments.</td>
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<tr>
<td></td>
<td>Credit Cards-Visa, MasterCard, American Express and Discover</td>
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<td>(with a 2.85% convenience fee processed by the payment vendor)</td>
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There is a $35 returned item fee charge applied to the student’s account for any returned payment.
Payment Plans

ECU offers interest free installment payment plans.

Each payment plan has a different enrollment beginning and ending dates. Once an enrollment period has ended, that payment plan cannot be reopened to students.

Payment plans are updated per semester.

Students and authorized users can set up plans.

$20 payment plan enrollment fee is charged per semester to set up a plan.

For more information visit: Payment Plan Information
TouchNet eBills

Bill notifications for Tuition Statements will be sent to the students and/or authorized user(s) by EMAIL.

Paper bills will NOT be mailed.

Students can log into Pirate Port and choose the “Tuition Statements, 1098-T Statements and Payments” link to access Touchnet.
Touchnet eBills

Students use Touchnet to:

• View Account information
• View Billing Statements
• View Tuition and 1098-T tax statements
• Make payments and sign up for payment plans
• Set up an eRefunds profile
• Set up authorized user(s). (Note: This authorization is separate from the Buckley/FERPA Authorization).
• Once the authorized user(s) has been set up by the student, the authorized user(s) will receive an email with login instructions.
Withdrawal Refunds

The FINANCIAL refund policy does not coincide with the ACADEMIC withdrawal policy.
The refund period starts with the first official day of class and ends on the 20th consecutive class day for each Fall, Spring and 11-week Summer term.

<table>
<thead>
<tr>
<th>Days of Class</th>
<th>Refund Percentage</th>
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<tbody>
<tr>
<td>1 to 5</td>
<td>100%</td>
</tr>
<tr>
<td>6 to 10</td>
<td>75%</td>
</tr>
<tr>
<td>11 to 15</td>
<td>50%</td>
</tr>
<tr>
<td>16 to 20</td>
<td>25%</td>
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</tbody>
</table>

No refunds will be issued starting with the 21st day of class.
Refunds

Student refunds can include excess Financial Aid, credits for dropping class or withdrawing, and housing credits and/or dining credits, etc.

TouchNet eRefunds

• All students are asked to set up an eRefunds profile in order to allow refunds to be directly deposited into their bank account.

• Students will need to know their checking or savings account number & 9-digit routing number.

• Please verify with your financial institution that your account is allowed to receive ACH deposits prior to setting up your eRefund account.
Refunds
(cont’d)

• The eRefund account is validated in Touchnet by the Account Validation Rule of NACHA before the account can be used to receive refunds. Verification is based upon the routing number and the bank account number submitted by the student.

• If an eRefund profile is not set up, all refunds will be issued as a paper check by mail to the student’s address on file. Students are responsible for ensuring their contact information is up to date.
Federal (Title IV) Financial Aid Authorization

• Consent is required in order to allow the University to pay non-institutional charges on a student’s account such as bookstore deferrals, health insurance plan, study abroad charges, etc.
• Consent only needs to be given once. Students may contact the Cashier’s Office to revoke this consent.
• A student can provide a Financial Aid Authorization through their Pirate Port account under Banner Self Service.
Bookstore Deferrals and Credit Balance Authorization

• Students can request for a portion of their anticipated financial aid credit balance to be transferred to the ECU Dowdy bookstore account.

• ECU is required to obtain a student’s consent to hold all or a portion of the credit balance related to your financial aid award.

• Students must submit a Title IV Federal Funds authorization through Pirate PORT account to complete a bookstore deferral.

For more information and how to submit a deferral request visit: Credit Balance Authorizations and Bookstore Deferrals
Important Information

• ECU e-mail is the official means of communication to the student.

• Students can review the Cashier webpage at Cashier's Office for important dates concerning billing, late fees and schedule cancellation.
More Important Information

• Students with balances are not able to pre-register for upcoming terms.

• If schedule changes are made after the initial billing, students should review their account before the late fee assessment and/or schedule cancellation dates for the semester to ensure class schedule is not cancelled.
Important Information

Schedules will be cancelled for non-payment by close of business on August 11, 2022 at 5:00PM EST.

Note: All installment payment plans that are due prior to August 11, 2022 must be paid in full by this date.

For more information please visit: Fall 2022 Important Dates

For the Fall 2022 term, the University will assess a $25.00 late processing fee beginning on August 11, 2022 for all accounts not paid in full or secured by pending financial aid by 5:00 pm. Also, any student who re-registers or incurs tuition and fee charges for the first time after 5 pm on August 11, 2022 will be assessed a $25.00 late processing fee.

The Tuition and Fee Schedule for the Fall 2022 academic calendar are posted at “Tuition and Fees”.

ECU
Contact Information

Visit us at G120 Old Cafeteria Complex
Office Hours: 8:00 am to 5:00 pm
Monday – Friday

Call us at (252) 737-6886 or 1 (888) 331-5328

Email us at Cashier@ecu.edu

For more information please visit: Cashier's Office