

Important points:

- Students who miss two payments will be removed from the plan. If your account is removed from a payment plan before the *100% Drop Deadline*, your classes will be dropped that night. If your account is removed after the *100% Drop Deadline*, your classes will not be dropped, and you will still owe for them. Additional fees may be assessed and the account may be turned over to a collection agency.
- ePayPlan generates automatic emails any time there is a change to your payment plan caused by changes to your student account, e.g. adding, dropping, changing classes, getting or losing financial aid, fees being added to your account, etc.
- Email information is available from www.wccnet.edu/resources. You can forward WCC email to your personal account but make sure that your personal email does not filter them out as junk. It is your responsibility to check your WCC email on a regular basis.

How to access your account from www.wccnet.edu/payingtuition

- Log into Billing & Payments using your netID and password
- Click on tabs to access:
 - Ebills
 - Payments
 - Payment Plans
 - Authorized Users
 - My Profiles

Each tab has additional options

Questions:

Email billing questions to billing@wccnet.edu or call the Cashier at 734-973-3568.

Email payment plan questions to ePayPlan@wccnet.edu

or call the Supervisor of Student Payment Plans at 734-973-3713.

eBill

Billing, Payments, Authorizations

and

ePayPlan

Student Payment Plan

Washtenaw Community College EEO / Title IX / Section 504 Statement

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of Associate Vice president; Room SC221C, Student Center Building, 734-973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 734-973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734-677-5300

Policy on Access, Success, and Equity for Diverse People

WCC promotes a climate of access, success, and equity for persons from different racial, ethnic and cultural groups, age levels, religions, genders, sexual orientations, physical capacities, learning abilities, and income levels.

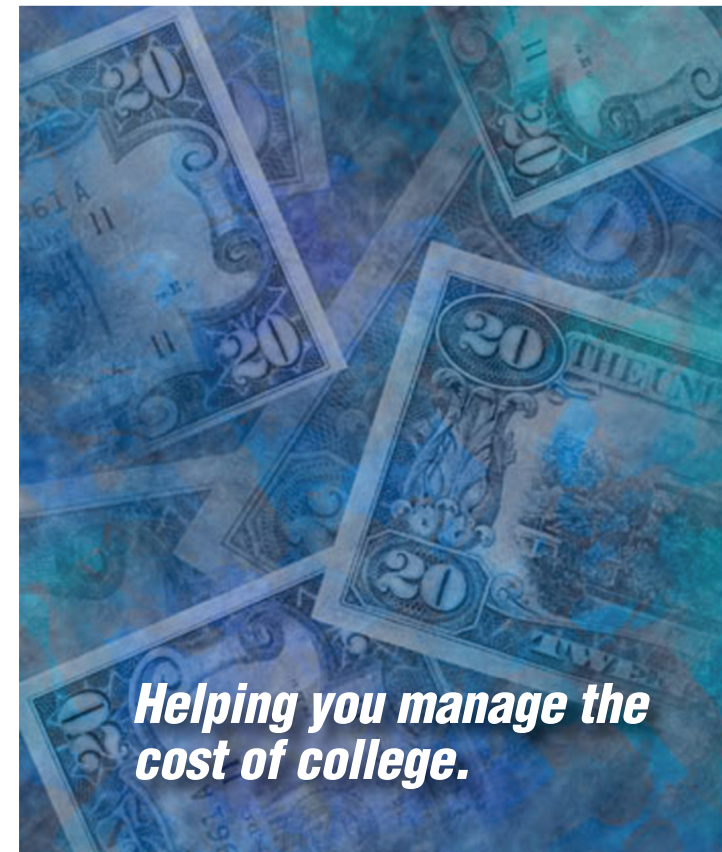
WCC promotes awareness and appreciation of cultural differences and commonalities among students, community and staff groups seeking to build community, unity, and learning.

WCC works to create and maintain a diverse teaching, learning, and work environment that can draw upon the full potential of all individuals in order to provide the very best educational opportunities for all members of our communities.

WCC is a smoke-free campus.

This publication was designed and produced by WCC Public Relations and Marketing Services.

Rev: 1/10



*Helping you manage the
cost of college.*

Your one stop center for online billing, payments, and ePayPlan

- View current and past bills
- Available for credit classes only
- Authorize parents, etc. to view and/or pay your bills
- Pay in full at any time or make Partial payments UP TO DUE DATE only
- Enroll in a payment plan to spread payments past due date
- Add/change your credit card, checking, or savings account profile

Features of Student Account Suite

Log on 7 days a week from
www.wccnet.edu/payingtuition

eBills

- Billing statements are generated weekly
- Email notifications are sent to WCC email accounts, see Important Points
- Log on to view bill and schedule payments.
- View & print current and past bills
- Request paper bills via email to billing@wccnet.edu or submit in writing to WCC Cashier each semester

Payments

- Pay with checking or savings account or Visa, MasterCard, or Discover credit card
- View your payment history

Authorized Users

- 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).
- Student has ability to cancel authorized users at any time.

- Authorized Users will receive billing email notifications and they log in with email address and unique password they receive in the notification.
- Authorized users can view bills, make a payment, and enroll in the payment plan.

Payment Profiles

- If you get a card with a new expiration date, this is where you update that date
- If you want to use a different card or if your card is lost, stolen and you get a new card, this is where you enter the new card information. Once you have saved the new card information you need to Click on the Payment Plans tab and change the Payment Method attached to your payment plan.
- If you change your bank account information, enter the new information here and save it then Click on the Payment Plans tab and change the Payment Method attached to your payment plan.

Student Payment Plan

If you are unable to pay your account in full by the due date, enroll in **ePayPlan** to keep your seat.

Payments are **withdrawn automatically** from a checking or savings account (these are called ACH transactions) or a credit card. There are bi-weekly and monthly plans available. **Please check withdrawal dates carefully before selecting ePayPlan.** Students or authorized users will be charged a \$25 enrollment fee that is withdrawn immediately.

A deposit may also be required depending on when you enroll.

The earlier you enroll, the longer you will have to pay your tuition. You must be enrolled in credit classes, then go to “Paying Tuition” log in to “Billing & Payments”, click on “Payment Plans” and enroll. Regular payments plans are completed before enrollment starts for the next semester. Extended payment plans are available but you **will not** be able to register or get grades until all payments are completed.

ePayPlan

If you add or drop classes or receive financial aid after you have enrolled in a payment plan, your remaining payments will be automatically adjusted up or down. If you do not have the money in your account on the scheduled date, you will be charged a \$25 missed payment fee. The \$25 fee will be added to your student account and your remaining payments will be recalculated to reflect that fee.

Students who are expecting Financial Aid should email ePayPlan@wccnet.edu for more information regarding their plan.

If you are paying by ACH (checking or savings), your returned payment will be added back to your student account and your remaining payments on **ePayPlan** will be recalculated. Your financial institution may also charge NSF fees on your bank account.

If you are paying by credit card, the system will continue to try the card number until it is successful in receiving payment. This may result in two withdrawals on the same date. If you change your credit or debit card number for any reason, please follow steps under **Payment Profiles** to avoid missed payment fees.