Important points:
Activate your WCC student email account!
We will send emails ONLY to your WCC student email address and to your authorized users. To activate your WCC email account, go to “Resources” on the pull-down menu at the top of the WCC home page, select "Email" and follow the procedures for activating your account. You can also forward WCC email to your personal account by following the procedure described on that page. Some personal emails get returned to the College as undeliverable. Please check your student email regularly. All correspondence between WCC and payment plan users is by email.

How to access your account from www.wccnet.edu:
1. Click on Pay Tuition icon
2. Log In “Online Billing and Payments” using your WCC @ ID number & PIN
3. Click on tabs to access:
   - Ebills
   - Payments
   - Payment Plans
   - Authorized Users
   - Profiles
4. 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.

ADA/EEO/Title IX/Section 504 Compliance Statements
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 the Assistant Vice President of Student Services, Room SC 275A, 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.

Title II Student Right to Know and Campus Security Act Compliance Statement
The Student Right to Know and Campus Security Act of 1990 is a federal law that mandates the disclosure by all institutions of higher education of the rates of graduation, the number of incidents of certain criminal offenses, and the default rate for student loans. The law also mandates that information be provided on the type of security provided on campus, the pertinent policies regarding security on campus, and policies that record and deal with alcohol and drug abuse. Washtenaw Community College is in full compliance with these provisions and provides the required information annually through college publications.
Inquiries concerning the Student Right to Know and Campus Security Act should be directed to Washtenaw Community College, Office of the Associate Vice President of Student Services, Room SC 275A, Student Center Building, Ann Arbor, MI 48109 (telephone 734-973-3536).

This brochure was designed and produced by WCC Public Relations and Marketing Services
Rev. 5/05
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
- Make full or partial payments up to the due date
- 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 from 4 a.m. – 11 p.m., 7 days a week from the WCC home page www.wccnet.edu

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

Payments
- Pay with checking or savings account or Visa, MasterCard, or Discover credit card
- Schedule payment for same day or future date before the due date on the statement
- View your payment history
- Schedule repeating payments before due date. You must set up a payment profile first.

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.

My Profiles
- Personal profile – ability to send reminder email before due date.
- Payment profile – save and/or delete checking, savings, or credit card information.

Student Payment Plan
If you are unable to pay your account in full by the due date, enroll in ePayPlan. Payment plans are available for students who are registered in credit classes.

Avoid monthly delinquency fees by enrolling in ePayPlan. 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. All withdrawals are made on Mondays but you can choose which Monday of the month you want your withdrawals to be made. Students or authorized users will be charged a $25 enrollment fee that is scheduled for payment on enrollment.

A deposit may also be required depending on when you enroll. Accounts with past due balances will be charged delinquency fees of $25 per month and sent to collections after the third month if they are not enrolled in ePayPlan.

The earlier you enroll, the longer you will have to pay your tuition. You must be enrolled in credit classes, then log in to “Online Billing and Payments”, click on “Payment Plans” and enroll. All payments on plans are completed before enrollment starts for the next semester.

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.

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.

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.