

CASHIER'S OFFICE

G120 Old Cafeteria Complex 328-6886 http://www.ecu.edu/financial_serv/cashier/

We've all heard the excuse from students, 'But I didn't get a bill!' This *could* be true! If a student registers after early registration ends (and after initial bills have been mailed out) students may NOT receive a bill. It is the student's responsibility to log on to OneStop and see the tuition totals.

Billing Cycles

Returning students and those currently admitted and registered will receive a Cashier's Billing Statement, Fall and Spring semesters, approximately thirty days prior to the published date for classes to begin. Summer billing statements will be received approximately three weeks prior to the first day of classes. Fall and Spring payment of tuition and fees will be subject to a late payment charge, if not paid by a published deadline, which usually precedes registration day by about two weeks.

To avoid having class schedules canceled, tuition, fees, room and board (if applicable) must be paid by the set deadline each semester (consult Academic Calendar or contact the Cashier's office for deadlines). To confirm a class schedule, the remittance stub portion of the statement must be returned by the prescribed deadline to the Cashier's Office, G120 Old Cafeteria Complex, even if no payment is required at that time. Even if their financial aid covers the entire bill the student must mark the remittance stub "financial aid to pay" and return the stub to the cashier's office. Don't just ignore the bill or schedule could be cancelled!

Students receive one combined statement for all classes (campus and/or distance education). All classes can be paid and/or deferred together. Students will no longer receive separate billing statements, nor will they be required to remit two separate payments for their charges.

Location and Business Hours

The Cashier's Office is located in the Old Cafeteria Complex, room G120 and is handicapped accessible. Normal business hours are from 8:00 am to 5:00 pm Monday through Friday. Summer operation hours are from 7:30 am to 5:00 pm Monday through Friday. Their telephone number is (252) 328-6886 and fax number is (252) 328-2413. Please email questions to cashier@mail.ecu.edu

Payment Methods

1. Cash and/or Check(s) receipted in the Cashier's Office by the prescribed due date for the total amount billed minus any approved financial aid, awards, grants, scholarships, assistance from outside agencies etc.(if applicable). Please do not send cash by mail.
2. Mastercard, Visa, and Diner's Club are also accepted for the payment of tuition, fees room and board (if applicable) and miscellaneous charges.
3. If signed up for the Installment Payment Plan through Academic Management Services (AMS), the only approved payment plan, the original Cashier's Billing Statement must be returned, referencing this method of payment, or you may choose to use the Tuition and Fee Payment option within the OneStop to notify the Cashier's Office of the method of payment, by the prescribed due date. Please note, a partial payment will not secure a class schedule unless a source of payment is identified to retire the remaining unpaid balance.

Refunds

For refund schedule, consult the Cashier's Office or the undergraduate catalog.

Tuition and Fees

For current tuition & fees, consult the Cashier's Office.

- **August 13, 2008:** Class schedules cancelled for non-payment of fall semester fees by 4:00 pm.
- **January 6, 2009:** Class schedules cancelled non-payment of spring semester fees by 4:00 pm.
- **May 15, 2009** Class schedules cancelled for non-payment of SSI and 11 week summer school semester fees by 4:00 pm.
- **June 22, 2009:** Class schedules cancelled for non-payment of SSII semester fees by 4:00 pm.

The above information is not meant to replace a student's interaction with the Cashier's Office; it is meant so the advisor can provide basic information to students. Students with billing questions are encouraged to contact the Cashier's Office directly.