

IMPORTANT INFORMATION CONCERNING WINTER BREAK 2011/2012

The Cashier's Office will be closed for winter break December 24, 2011 – January 2, 2012.

An electronic billing statement will not be sent during this time. However you can log in to your OneStop account (select Tuition Statements & Payments) at any time to view current charges and to make a payment. It will be especially important to view your account and pay accordingly if any changes are made to your class schedule. Electronic billing statements will resume on January 3, 2012.

IMPORTANT DATES:

- **A \$25.00 late fee will be assessed to all unpaid accounts as of 5:00 p.m. on Wednesday, January 4, 2012.**
- **Schedules will be cancelled for non-payment after 5:00 p.m. on Thursday, January 5, 2012.**

NOTE: The on-line payment system will NOT be available after 5:00 p.m. on the late fee and schedule cancellation dates.

PAYMENT OPTIONS DURING WINTER BREAK:

1. PAY YOUR ACCOUNT ONLINE

To pay your balance electronically, log into <https://onestop.ecu.edu/onestop> (OneStop) with a valid Pirate ID and Passphrase. Choose the "TUITION STATEMENTS AND PAYMENTS" link to view the details of your account balance and submit payment. American Express, MasterCard, and Discover affiliated credit cards are accepted for payment online (with a 2.75% convenience fee). Students and authorized users can also pay online using the E-check option (with no fee). Users will be prompted to enter a valid bank routing and account number and to authorize the payment from the checking or savings account associated with the banking information provided. Per state statute, ECU charges a \$25.00 fee for any check or EFT transmission where payment has been refused by the payor bank for reasons including but not limited to insufficient funds or invalid account numbers. To ensure accuracy, please confirm your bank account information with your bank for the E-check payment. Computers are available in the Cashier's Office for payment convenience. Please note, the online payment system will not be available after 5:00 p.m. on the late fee and schedule cancellation dates.

2. PAY YOUR ACCOUNT BY MAIL (not recommended)

Payments submitted by mail should be postmarked by the US Postal Service on or before December 14, 2011, to allow sufficient time for delivery and processing to the student's account. Therefore, it is strongly recommended that payments not be mailed during the Winter Break. Should you still decide to mail a payment, please make checks payable to East Carolina University and include the student name, Banner ID, address, and telephone number. Checks, money orders, or certified checks payments can be mailed to the Cashier's Office, G120 Old Cafeteria Complex, Mail Stop 230, Greenville, NC 27858. Please note, payments submitted through a bank's online bill pay system will be delivered to ECU by US Mail and therefore are not recommended during winter break.

3. SALLIE MAE PAYMENT PLAN

If you wish to enroll in the Sallie Mae payment plan please contact Sallie Mae at 1-800-635-0120 or visit www.TuitionPayEnroll.com. You must be prepared to make your first payment in order to enroll in the plan. Cashier staff will confirm enrollment and secure your schedule to prevent a late fee or cancellation. The deadline to enroll in the 3-Installment payment plan with Sallie Mae is Thursday, January 5, 2012. Please allow sufficient time for processing on late fee and schedule cancellation dates.

4. FINANCIAL AID DEFERRAL

Only financial aid that is in MEMO and/or AUTHORIZED status will be considered in determining if your schedule will be held. The amount of aid must be sufficient to cover your entire account balance to secure your student schedule. If you have received financial aid, but not enough to cover your entire account balance, please refer to the payment options outlined above.

If you have not been awarded financial aid at this time, your account balance must be paid by Wednesday, January 4, 2012, to prevent a \$25.00 late fee and by Thursday, January 5, 2012, to prevent cancellation. If financial aid is awarded at a later date, you will be issued a refund based on your refund preference with Higher One.