

# Understanding Your Student Account Statement

This bill is based upon information at a point in time. Please review all line items to ensure that your current registration, housing, meal plan, parking, pending financial aid or other transactions are reflected as you expected.

You must have all charges covered by one or more of the following methods by the due date (8/2/21 for Fall 2021 term) for the applicable registration period: **1) Balance paid in full; 2) Pending Financial Aid completely covering all charges; 3) Approved incoming payments through a third party (i.e., employer agreement, certified military or veteran benefits, etc.); 4) 5-Month Payment Plan in place and current.**

## Making Payments on your Account

Payment is most conveniently made through your MyUC Portal. Instructions on “Making a Payment” can be found by clicking the ‘?’ button on the MyUC Portal home page and selecting the appropriate document to take you step-by-step through the online payment process. You may also wire funds to the University to be applied to your account or mail a check per the instructions below.

Wire Transfer Instructions	Mailing a Payment
Bank Name: BB&T now Truist ABA: 051503394 Account: 0005176038596 Swift Code: BRBTUS33 Branch Address: 300 Summers Street Charleston, WV 25301	University of Charleston ATTN: Student Solutions Center 2300 MacCorkle Avenue SE Charleston, WV 25304

## Other Payment Sources and Methods

Arrangement	Department	Email/Website	Phone (if applicable)
Military Benefits	Military Group	taorva@ucwv.edu	(304)352-0052
Employer Assistance	Student Solutions	sscc@ucwv.edu; brittanyhill@ucwv.edu	(304)357-4947 (304)357-4732
Scholarships or Tuition Waivers	Financial Aid	ucfinancialaid@ucwv.edu	(304)357-4944
5-Month Payment Plan	UC Payment Center	Accessible from MyUC link at <a href="http://www.ucwv.edu">www.ucwv.edu</a> ; <a href="mailto:billpayment@ucwv.edu">billpayment@ucwv.edu</a>	(304)357-4754

## Charleston Campus Housing and Meal Plans

For questions relating to housing or meal plans, please contact Ryan White at ryanwhite@ucwv.edu or at (304)357-4878.

## Pending Financial Aid

To receive Financial Aid, you must have submitted your signed award letter and completed the Financial Aid Checklist on Financial Aid Self-Service at the MyUC Portal, including signing your Master Promissory Note online, completing Loan Entrance Counseling, and submitting all “verification” documents to KHEAA Verify

## Statement of Financial Obligation

Students are responsible for all tuition and fees associated with enrollment (Balance before Pending Financial Aid) and for ensuring that all financial aid and/or external third-party payments are secured for payment to the student’s University of Charleston account. Failure to pay all charges when due may result in suspension from classes, inability to complete final exams, withdrawal of access to residence hall room, suspension of other University services, withheld academic transcripts, late fees, and debt collection proceedings.

**\*\*All University Communications are sent to students via their ucwv.edu email account. All updates to student registration, billing or financial aid are available at the UC Portal. Please use the UC Portal to access your student account for up-to-date information on an on-going basis.\*\***