

# How to Complete the NCCC Student Billing & Payment Process

## STUDENT BILLING CHECKLIST:

1. Access your Schedule/Bill on Banner Web
2. Make payment for any amounts owed by Payment Due Date\*\*
3. If necessary, obtain Certificate of Residency. Applicable for residents of New York State living outside Niagara County to avoid financial liability for Out-of-County charges
4. If necessary, sign up for a Payment Plan if unable to pay in full by Payment Due Date

\*\*Required process for all students

**FAILURE TO COMPLETE ANY OF THE REQUIRED STEPS IN ACCORDANCE WITH ESTABLISHED DEADLINES MAY RESULT IN ASSESSMENT OF A LATE FEE IN ADDITION TO THE RISK OF LOSS OF YOUR CLASS SCHEDULE.**

**IMPORTANT:** Students must acknowledge having read, understood and accept terms of the Financial Obligation Agreement prior to registering for classes each semester. This means if you register for any classes, you are financially obligated to pay for them, regardless of the status or availability of any financial aid. As always, you can continue to make changes to your class schedule prior to the first day of the Term without incurring a financial penalty – check the refund schedule posted online for specific dates. As a reminder, lack of attendance in one or more classes does NOT absolve your financial responsibility – we are saving the seat for YOU!

**E-BILL ACTIVATION DATES** – Date when students can begin accessing their billing documents for the term on Banner Web.

\*Approximate activation dates for E-Billing are:

Fall Term – June 13      Winter/Spring Term – November 15      Summer Term – April 8

\*Watch your T-Wolves student e-mail account for important reminders and notifications.

**PAYMENT DUE DATE** - The date your payment must be received and billing process completed each term.

- IF YOU REGISTER PRIOR TO THE PUBLISHED PAYMENT DUE DATE FOR THE TERM, your payment and billing process must be completed by the published Payment Due Date.
- IF YOU REGISTER ON OR AFTER THE PUBLISHED PAYMENT DUE DATE FOR THE TERM, your payment and billing process must be completed the day of registration.

.....

**Step One: Access your Schedule/Bill on Banner Web** to view your class schedule, account charges, anticipated financial aid benefits, third party benefits, payments made and your amount due.

YOU ARE RESPONSIBLE FOR ACCESSING YOUR SCHEDULE BILL WHICH IS AVAILABLE ON DEMAND VIA YOUR BANNER WEB ACCOUNT. **NCCC WILL NOT MAIL YOU A SCHEDULE/BILL.**

**How to access your Schedule/Bill on Banner Web:**

1. Go to Banner Web and **sign in to your student account**
2. Click on **Student Accounts** link
3. Select **View My Schedule/Bill**
4. Select Term, then click **Next** button

**Step Two: Make payment for amounts owed by Payment Due Date: options available are on-line, by mail or in person.**

**Pay Online:**

On-line payments can be made via your Banner Web account. We accept MasterCard, Visa and Discover cards (credit and debit).

**How to pay your bill on-line:**

1. Go to Banner Web and **sign in to your student account**
2. Click on **Student Accounts**
3. Click on **Pay Bill Online**
4. **Select Term** for which payment is being made
5. Enter **Payment Amount** (use two decimal places, NO commas) and click on **Pay By Credit**
6. Select **Continue** to be transferred to a secure payment platform. Complete the transaction form and select **Pay Now**.

**Pay by Mail:**

Check or Credit/Debit Card payments can be mailed to NCCC, Attn. Cashier's Office, 3111 Saunders Settlement Rd., Sanborn, NY, 14132. Complete and return the bottom portion of your Schedule/Bill with payment. Include your name and student identification number on all checks and correspondence. Make check payable to **Niagara County Community College**.

**Pay In Person:**

Payments are accepted in the Cashier's Office located at the Sanborn Campus, Room A-205 any weekday the College is open between 8:00 am – 5:00 pm, and Thursdays until 6:00 pm.

**Pay by Phone:**

We do not accept payments by telephone.

**When to pay:**

If you register prior to the Tuition Payment Due Date, your payment is due by the **Payment Due Date**. If you register on or after the Payment Due Date, your payment is due at time of registration. Each time you make a change to your course schedule that results in additional charges, the additional payment is due by the Payment Due Date or date of latest registration activity, whichever is later.

Remember, failure to make timely payment may result in loss of your class schedule and/or assessment of a late fee.

.....  
**Step Three: Non-resident Tuition Charges for Residents of New York State Living Outside Niagara County**

If you have been a legal resident of New York State for the past year but your legal residence was outside Niagara County, you have been charged tuition at the higher non-resident rate. These charges will be credited back to your account if you provide a valid Certificate of Residence ("COR") from your county of legal residence.

**When to do your Certificate of Residence:**

To be consider valid, CORs must be issued **NO** earlier than two months prior to the start date of the semester for which you have registered, and no later than thirty (30) days after the start of the semester. CORs issued outside this period do not meet requirements of NYS Education Law and will not be considered valid. CORs issued thirty (30) days after the start of the semester are subject to verification of validity prior to acceptance by NCCC.

**Please Note:** We understand not all students affected by non-resident tuition charges will be able to obtain their COR in the time frame between the first day a COR can be accepted and the Payment Due date. Sometimes this is a very small window opportunity. If you have timely completed all of the other billing steps and the only outstanding issue is COR paperwork, your class schedule will **not** be at risk. If you have non-resident tuition without a No Permit notation, and you have not fully covered this amount with payment and/or financial aid, your class schedule will be at risk.

**How to obtain your Certificate of Residence:**

1. **ERIE COUNTY RESIDENTS:** Download an **Affidavit (or Affirmation) and Application for Certificate of Residency** at <http://niagaracc.suny.edu/pdf/RESIDENCY-FORM-2013.pdf> or visit the Cashier's Office to pick up an application. Complete the COR Application and sign in the presence of a Notary Public. Your SIGNATURE MUST BE NOTARIZED (notaries are available in the Cashier's Office at the Sanborn Campus). Submit the completed application to the NCCC Cashier's Office, Room A-205. The non-resident tuition will be credited to your billing account once the Cashier's Office has received your original Application for Certificate of Residence. We will submit the application to Erie County on your behalf. Erie County will send issued CORs directly to the NCCC Cashier's Office. If Erie County denies your request for certification, non-resident charges will be placed back on your account.
2. **FOR LEGAL RESIDENTS OF ALL OTHER COUNTIES IN NYS:** Mail or drop off your completed COR application (with NOTARIZED signature) to your County Treasurer's Office. (Most counties will accept the application format accessed via the link above and available in the Cashier's Office.) If qualified, your County Treasurer will issue you a COR. Submit the COR to the NCCC Cashier's Office. The non-resident tuition will be credited to your billing account once the Cashier's Office has received the original COR from your County Treasurer. Faxed copies are not acceptable.

.....

**Step Four: NCCC Payment Plan**

NCCC offers a Payment Plan option whereby students may contract to make payments for academic charges. You will be charged a non-refundable fee to participate in the plan. YOU MUST COMPLETE A PAYMENT PLAN APPLICATION FORM TO PARTICIPATE IN THIS PLAN. You will find applications in our Tuition Brochures (supplies located in our Cashier's Office and at the NFCI Reception Desk) or are available on-line at <http://www.niagaracc.suny.edu/tuition>, and selecting the desired semester.

You must re-enroll in the Payment Plan for each semester you choose to participate in this financing option.

.....

**Remember:** Failure to complete required elements of the Billing & Payment Process may result in assessment of a late fee and/or possible loss of class schedule. Note that having NCCC drop your class schedule for you is **NEVER** guaranteed.

---

<sup>i</sup> Revised 6/26/2018