

The background of the slide features several stacks of US pennies. On the left, there is a tall stack of about 20 pennies. To its right, there are four more stacks of decreasing height, with the last stack on the far right being a single penny. The pennies are copper-colored and show some signs of wear. A thin green horizontal line is positioned below the main title.

Make it Make Cents

Western Oregon University Accounting & Business Services

wou.edu/business

**FIRST DAY OF
ORIENTATION WEEK?**



YOU GOT THIS!

memecrunch.com

What We Will Cover

- What we do and where to find us
- How billing works
- How to view your account and make a payment
- How to avoid interest charges
- How refunds work
- What happens when you delay payment
- Why and how to fill out a Student Consent to Release Information for 2023-2024

What You *Knead* to Know, to Keep *Bread* Spending Low.

Who We Are:

Accounting & Business Services (the Business Office) consists of accounts receivable (student accounts) and accounts payable. We also have student workers on our team!

Customer Service Hours:

Monday- Friday: 9am-12pm and 1pm-5pm

How to Contact Us:

Phone: Monday - Thursday 503-838-8201

Email: businessoffice@wou.edu

Drop-in: Monday- Friday Lieuallen
Administration Building, Cashier window



Bill? What Bill? How Billing Works

The cost of attending school is **YOUR** financial responsibility

Goals:

- ★ Pay $\frac{1}{3}$ of your term charges by the tuition deadline (about 30 days after the term starts)
- ★ Pay $\frac{2}{3}$ of your term charges by the AR hold date to prevent a registration hold
- ★ Pay the term in full by the end of each term

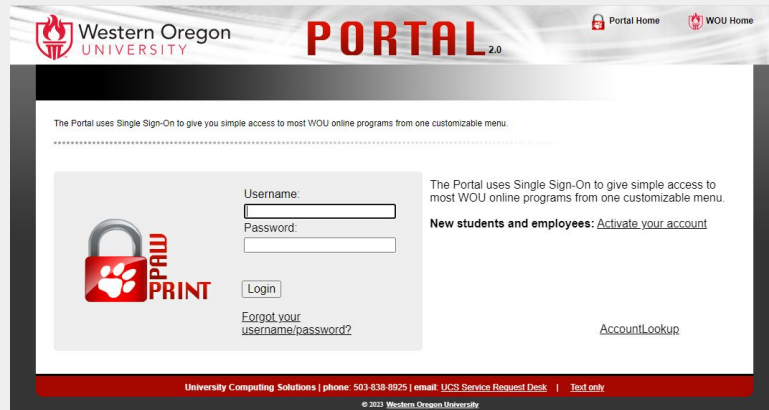
Suggested payment plan to keep you on track...

Options if you struggle to make the deadlines...



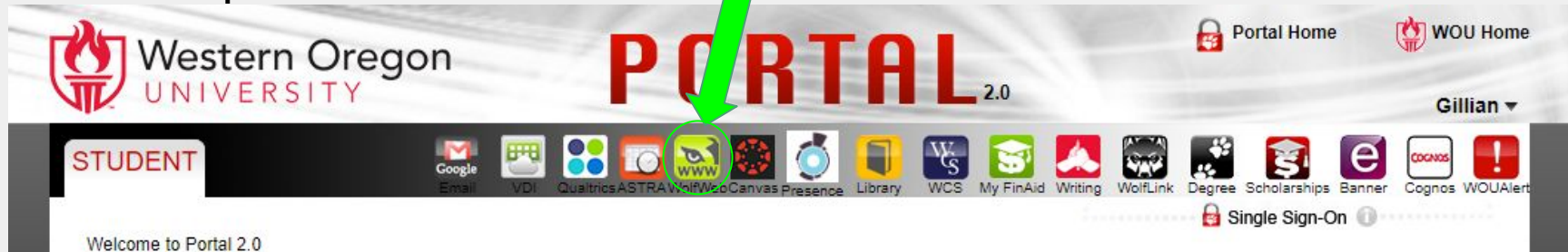
Where to Find Your Bill

Step 1. Log in to your WOU Portal



The screenshot shows the Western Oregon University Portal 2.0 login interface. At the top, the university logo and 'PORTAL 2.0' are displayed. Below the header, a message states: 'The Portal uses Single Sign-On to give you simple access to most WOU online programs from one customizable menu.' The login section includes a 'PAW PRINT' logo, a 'Username:' field, a 'Password:' field, and a 'Login' button. To the right of the login fields, there is a link for 'New students and employees: Activate your account' and a link for 'Account Lookup'. At the bottom, contact information for University Computing Solutions is provided.

Step 2. Click WolfWeb



The screenshot shows the Western Oregon University Portal 2.0 dashboard. A green arrow points to the 'WolfWeb' icon in the application menu. The dashboard includes the university logo, 'PORTAL 2.0', and a user profile 'Gillian'. The application menu contains icons for Google Email, VDI, Qualtrics, ASTRA, WolfWeb, Canvas, Presence, Library, WCS, My FinAid, Writing, WolfLink, Degree, Scholarships, Banner, Cognos, and WOUAlert. A 'STUDENT' label is visible on the left, and a 'Single Sign-On' link is at the bottom right.



Search Go

WOU Main Menu

[Acceptable Use of University Computing Resources](#)

[Student Menu](#)

[Register for Classes](#)
[View your Class Schedule](#)
[Academic Records](#)
[Unofficial Transcripts](#)
[Transfer Articulations](#)
[Accounts Receivable & Tax Info](#)
[Disburse Financial Aid](#)
[Make a Credit Card Payment](#)
[Purchase Print Credits](#)

[Employee Menu](#)

[View benefits information, pay information, earnings statements, W-2 and W-4 information.](#)

[Personal Information & Profile](#)

[View and/or Update your Address and your E-mail Address](#)

[Finance Menu](#)

[Approve/Disapprove FIS Documents](#)
[Perform Budget Status Queries](#)

[View Student's Accounts Receivable](#)

[View Student's Account by Term](#)

[EXIT Wolf Web](#)

Step 3: Click Student Menu

Student Menu

Registration & Schedule

[Check your Registration Status](#)
[Register for Classes](#)
[Display your Class Schedule](#)

Student Records

[View your Holds](#)
[View your Grades](#)
[Accounts Receivable & Tax Info](#)
[Unofficial Transcripts](#)
[Transfer Transcript](#)
[Degree Evaluation](#)
[General Record](#)
[Course Surveys](#)

Verification of Enrollment

[Proof of Enrollment from National Clearinghouse](#)

Account Summary by Term / Account Payment / Deferment

[Detail of your Charges and Payments Term by Term](#)
[Account Payment Options](#)
[Short Term Deferment Option](#)

View Student Bill

[Account Summary Totals](#)
[Summarized View of All Charges and Payments for All Terms](#)

Add Print Credits

[Add Credits to your Network Print Balance](#)

Electronic Disbursements

[Register For and Review Electronic Disbursements](#)

Health and Wellness Center Menu

[Purchase a Pass for a Family Member](#)
[View Currently Active Passes](#)

Step 4: Account Summary by Term



Search

Go

Account Summary by Term

• These are your account charges and payments term by term.

Note: Some interest and miscellaneous late fees may be listed under *Miscellaneous Term Transaction* at the end of this page.

To make a payment on your account, note the amount you want to pay and [click here](#).

Allow two weeks for payments made by E-Check to clear holds. Payments made by credit/debit cards will clear holds the next business day.

To process a short-term deferment on your account, [click here](#).

To view an account summary without a term-by-term breakdown, [click here](#).



#WOU, BUSINESS, SERVICES

If you have questions about your account, contact the WOU Accounts Receivable Office at (503) 838-8201.

[Here is a link to our calendar.](#)

This page will show your charges and payments by term. There are links at the top to make a payment, process a short term deferment, or view our Tuition & Due Dates calendar.

If you accrue any interest, it will be displayed in a separate term at the bottom of the page.

Swimming With My Account Summary

Summary

V00375859 Wolfie DO NOT USE TEST PERSON WolfTest

Account Balance: \$0.00

Summer 2023

Description	Charge	Payment	Balance
Oregon Resident Undergrad Tui	\$800.00		\$0.00
Cash		\$800.00	\$0.00

Term Charges: \$800.00

Term Credits and Payments: \$800.00

Term Balance: \$0.00



Summary

V00375859 Wolfie DO NOT USE TEST PERSON WolfTest

Account Balance: \$6,287.62

Summer 2022

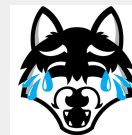
Detail Code	Description	Charge	Payment	Balance
INCS	Incidental Fees Summer	\$125.00		\$125.00
OLCF	Online Course Fee	\$212.00		\$212.00
REFN	Refund	\$500.00		\$500.00
S01U	UG Tuition Summer	\$776.00		\$776.00
CHEK	Check		\$2,000.00	\$0.00
Term Charges:		\$1,613.00		
Term Credits and Payments:			\$2,000.00	
Term Balance:				\$1,613.00

Spring 2022

Detail Code	Description	Charge	Payment	Balance
A068	Health Service Fee	\$150.00		\$150.00
BLDG	Building Fees	\$29.00		\$29.00
BLDH	Student Health Building Fees	\$11.00		\$11.00
CF01	Art Course Fee	\$85.00		\$85.00
INCF	Incidental Fees	\$355.00		\$355.00
OLCF	Online Course Fee	\$159.00		\$159.00
RECF	Rec Center Bldg Fee	\$42.00		\$42.00
RU01	Undergrad Resident Tuition	\$1,316.00		\$1,316.00
Term Charges:		\$2,147.00		
Term Credits and Payments:			\$0.00	
Term Balance:				\$2,147.00

Miscellaneous Term Transaction

Detail Code	Description	Charge	Payment	Balance
A904	Interest	\$5.62		\$5.62
Term Charges:		\$5.62		
Term Credits and Payments:			\$0.00	
Term Balance:				\$5.62
Account Balance:				\$6,287.62



Interested in Paying Interest?

No, you aren't. Pay on time.

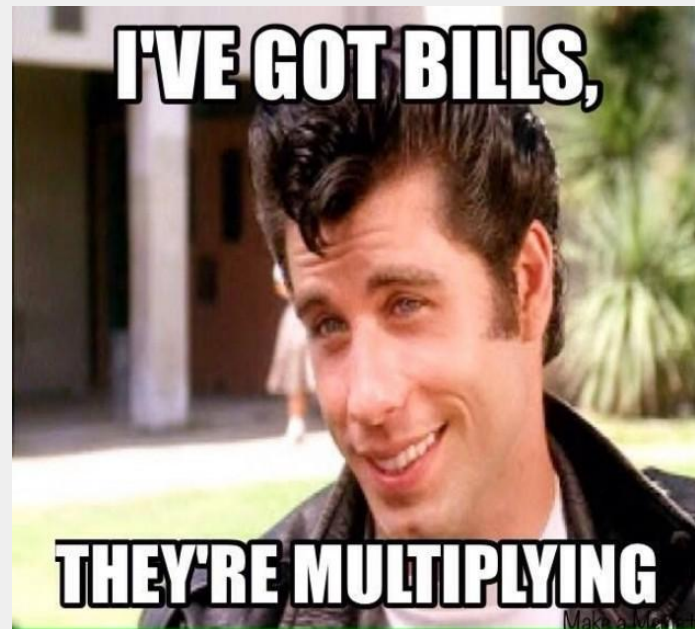
wou.edu/business/tuition-fees

“How do I pay?”

- ☐ At Cashier window - cash, card, checks
- ☐ Through WolfWeb or wou.edu/payment
- ☐ By mail (personal check, 529, trust check)

“What if I don't pay?”

- ☐ Registration hold for following term
- ☐ Late fee, other fees, and monthly interest
- ☐ Collections



How to pay by echeck:

- ★ Routing number
- ★ Account number

How can I find my routing number?

There are multiple ways.

▼ The U.S. Bank Mobile App

There are two ways to find your routing number in the U.S. Bank Mobile App.

The easiest way is to open the app and select [U.S. Bank Smart Assistant™](#). Then say, "What's the routing number for my checking account?"

You can also find it by following these directions:

1. Log into your account and select the desired account.
2. Select the **Account options** link (below the available balance).
3. Select **Account information.**
4. You'll see the last four digits of your account number which links to the full account number and the routing number.

The screenshot shows the Maps Credit Union website. At the top is the Equal Housing Opportunity logo and NMLS #462882. Below this is a grid of links: Privacy, Annual Report, Site Map, FAQ, ESIGN Consent, Fee Schedule, Contact Us, Security Center, Accessibility Statement, Online Banking Agreement, and Careers. The routing number **323276388** is highlighted in a green box. At the bottom, there is a NCUA logo indicating federal insurance, a copyright notice for 2023 Maps Credit Union, and a mobile app icon. The footer includes a notice of marketing policy and the website URL mapsctu.com.

The screenshot shows the Oregon State Credit Union website. At the top is the header with the time 9:17, the website URL oregonstatecu.com, and navigation links for Close, AA, and a refresh icon. Below the header are links for Branches, Contact us, Careers, and Site Map. There are social media icons for LinkedIn and YouTube. The main content area displays the Oregon State Credit Union address: PO Box 306 Corvallis, OR 97339, and the phone number 800-732-0173. The routing number **323274270** is highlighted in a green box, along with the NMLS number #472475. At the bottom, there is a NCUA logo and the Equal Housing Opportunity logo.

The screenshot shows the Account Details page for a FREE CHECKING 0090 account. The page has a dark header with a Back button and the title Account Details. The main content area shows the account type FREE CHECKING 0090. Below this are fields for Checking, Current, Available, and MICR. The MICR number **342580909** is highlighted in a green box. The account number 0090 is also visible at the end of the Checking field.

Make a Payment

My Payment - WOU Family and Friends

Family and Friends

First Name

Last Name

Payment Information

Frequency One Time

Payment Amount

Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City/Town

State/Province/Region

Zip/Postal Code

Country

Phone Number

Email Address

If you pay through your Portal account, the amount will be pre-filled; you can override it.

Include all information unless it is marked optional.

Payment Method

Sample Check		1215
123 Main St.		DATE _____
Anytown, MO 12345		
PAY TO THE ORDER OF _____		\$ _____
		_____ DOLLARS
MEMO _____		
123456780	055 11111111	001215
Bank Routing Number	Bank Account Number	Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type ☒ Checking ☐ Savings
☐ This is a business account

[Continue](#)

[Cancel](#)

Be sure to double check your Routing Number and Account Number before confirming your payment. Incorrect numbers can cause the payment to return.

Refunds: From E-Check to Me-Check

- ❑ Whoops! I, or my Financial Aid overpaid my account!
- ❑ Can I give it back to pay for future terms?
- ❑ Does that mean I won't owe anything for the rest of the term?
- ❑ Options for receiving refunds.

Paper Check - Default Method (Keep your address up to date)

E-Refund - Checking, Savings, Reloadable Card



Business Services	
Revolving Charge Contract - DONE!	<input checked="" type="checkbox"/>
Student Refund Direct Deposit	
Student Consent to Release Information 23-24	

Enroll in Refunds

LIVE HELP

Step 2 of 2: Select your refund method

Refunds will be disbursed via the selected method at the time the request is received and processed. If a refund method is not selected, refunds will be delivered to you via first class mail in the form of a paper check, to the address on record with your institution. If you are enrolled to receive SMS text notifications and do not receive an Authentication Code when attempting to update your refund method, please contact Nelnet at 888.470.6014.



Bank Account (Direct Deposit)

Funds should be received **1-2 business days** from processed date

Account Holder Name*

Bank Name*

Account Type *

☒ Checking ☐ Savings

Routing Number*



Account Number*



By clicking Save, I authorize Nelnet Campus Commerce to disburse my student account refund via the method I have selected. I acknowledge that I am responsible for repayment if I receive money that I am not entitled to.

Save

Cancel

There are three E-Refund options: Checking account, Savings account, or Reloadable Debit Card.

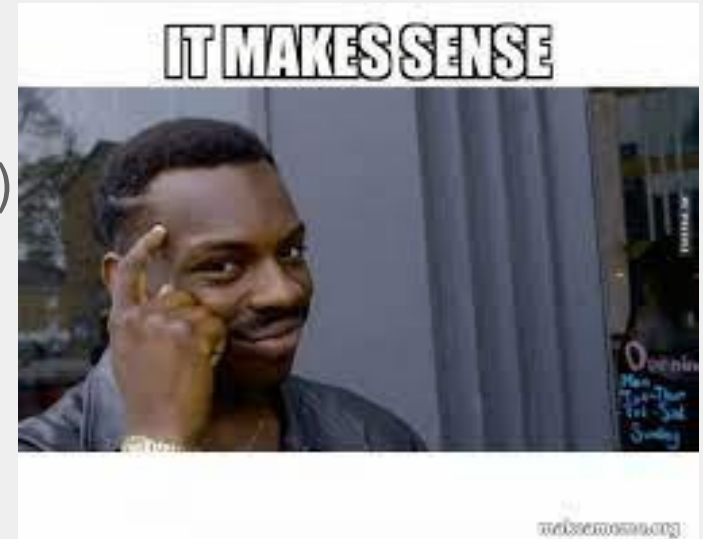


Reloadable Debit Card

Funds should be received **1-2 business days** from processed date

Fun Facts About Delayed Payment

- ❑ \$100 late fee
- ❑ \$12 revolving plan service charge
- ❑ 0.75% interest per month (9% per year)
- ❑ Hold(s) on account



Student Consent to Release Information AKA FERPA

1. WOU Portal
2. Blue 'Business Services' channel
3. Student Consent to Release Information 23-24
4. From WOU student email, send to businessoffice@wou.edu

***Each new academic year you need
to submit a new form.***



Follow us on Instagram!



@WOU_BUSINESS_SERVICES_

- ❑ Due Dates, FAQ's, and helpful information
- ❑ Weekly posts that won't clog your feed
- ❑ Quick responses to questions

Images Weren't Stolen

- https://www.google.com/search?q=somebody+with+a+check&&tbm=isch&ved=2ahUKEwi7orjF2qL_AhWEBTQIHXY4ASgQ2-cCegQIABAA&oq=somebody+with+a+check&gs_lcp=CgNpbWcQAzoHCAAQigUQQzoICAAQgAQQsQM6BQgAEIAEOgQIABADOggIABCxAxCDAToJCAAQGB_CABBAKUNEKWMokYO4naABwAHgAgAE_iAG7CZIBajlymAEAoAEBqgELZ3dzLXdpei1pbWfAAQE&sclient=img&ei=PeR4ZPuPKYSL0PEPhfGHwAl&bih=959&biw=1908&rlz=1C1GCEA_enUS1031US1031
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