

## NDSCS Dual Credit Student Billing & Payment Information

Welcome to North Dakota State College of Science! Below is some valuable information regarding Dual Credit student bills and payment options.

### BILLING STATEMENTS

- As a high school student enrolled in dual credits at NDSCS, your monthly billing statement will be sent to you electronically via your NDSCS email and mailed to your home address. However, should you enroll at NDSCS after high school (and we hope you do!), your monthly billing statement will only be sent to your NDSCS email.
- You may also sign up to receive text message notifications regarding your billing statement. Instructions to sign up for text notifications and view your eBill are online at [www.ndscs.edu/payment](http://www.ndscs.edu/payment) > View eBills & Receive Text Message Notification Instructions.
- Current balances can be found online 24/7 through the [Campus Connection](#) > Financial Account tile.

### PAYMENTS - Fall Semester is Due October 20<sup>th</sup> & Spring Semester is Due February 20<sup>th</sup>.

- Payment options:
  - **Online:** Credit/debit card\* and eCheck payments may be submitted online 24/7; [Campus Connection](#) > Financial Account tile > Pay Online Now > NDSCS > Make a Payment.
  - **By Mail:** Checks and money orders may be mailed to NDSCS Business Affairs, 800 6<sup>th</sup> St N, Wahpeton, ND 58076.
  - **In Person:** Credit/debit cards\*, cash and checks are accepted at NDSCS Wahpeton, Haverty Hall 139, or NDSCS Fargo, Room 183. Cashiering hours are Monday-Friday, 8:00 a.m. to 4:15 p.m.
  - **Payment Plan:** Enroll in a payment plan online; [Campus Connection](#) > Financial Account tile > Pay Online Now > NDSCS > Payment Plan. Additional payment plan information is available at [www.ndscs.edu/payment](http://www.ndscs.edu/payment) > Payment Options.  
*\*NDSCS does not charge service fees for payments made with a credit or debit card.*
- Past due balances will be charged a 1.75% monthly late fee, and a hold will be placed on your student account preventing future enrollment and transcripts from being processed.

### FINANCIAL RESPONSIBILITY

- Both students and parents are responsible for ensuring that your student account is paid in full and on time. We encourage you to review the Financial Obligation Agreement online at [www.ndscs.edu/payment](http://www.ndscs.edu/payment) > Financial Obligation Agreement (FOA).
- Please note that no communications will be sent to your parents, but there are multiple ways to grant them access.
  - **FERPA** (Family Education Rights & Privacy Act) Release Form: students can allow NDSCS to release certain types of information to others that the student specifies on the FERPA form.
  - **Authorized Payer:** students can allow others to receive your billing notification emails, view your electronic billing statement, and make online payments toward your student account.
  - **Delegated Access:** students can allow others to view your account details in [Campus Connection](#).

### EMAIL

- Email is the official means of communication at NDSCS. We encourage you to become comfortable with checking your NDSCS email account frequently and managing your inbox.

Thank you for choosing NDSCS!

### NDSCS Business Affairs

Wahpeton: Haverty Hall 139, 701.671.2216 | Fargo: Room 183, 701.231.6937

[NDSCS.BusinessAffairsOffice@ndscs.edu](mailto:NDSCS.BusinessAffairsOffice@ndscs.edu) | [www.NDSCS.edu/Payment](http://www.NDSCS.edu/Payment)