

# STEPS FOR PAYING ONLINE

myNCTC

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### Student Services

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### Financial

#### Welcome to Student Financial Page

Welcome to the Financial page! Here you will be able to do the following:

- View your outstanding Financial Aid documents
- View your Financial Aid awards
- View your student account balance
- Access your current and past 1098-T tax form(s)

If you have any questions or issues, please visit or contact the [Business Office](#) or the [Financial Aid office](#). Additional information on office locations, office hours, and contact numbers are posted in the Financial Resource in the right column of this page.

#### NCTC Business Office

**Services provided by the NCTC Business Office include:**

- Acceptance of payment for tuition and fees\* (cash, check, credit or debit card)
- Payment of refunds
- Online access for financial aid students

#### Financial Aid Office

The Financial Aid Office manages awards and funding to the student from a variety of sources.

The Financial Aid Office can assist you with information for the following:

- Grants
- Scholarships
- Loans
- Veterans Services

#### Paying for Classes

NCTC has partnered with Transact to offer several options to pay your account balance. Using the Payment Options section below, you can view your account balance, view and print a course & fee statement, and make payments using Transact Payments.

**Options to pay your account balance:**

**To set up a Payment Plan:**

- Click on [Go to Transact Payments](#)
- Click on [View payment plan options](#)
- Review the screen on the right and click [Enroll in Plan](#)

**To set up a Payment Plan for Summer 2024 ONLY:**

- Under Summer 2024 Payment Plan, choose **2023-2024 Summer – Tuition** from the drop down
- Click on [Enroll in a payment plan with Herring Bank](#)
- Complete Herring Bank's payment plan form

\*\*\*There is an enrollment fee of \$30 due upon enrollment. You may use bank draft (no convenience fee) or credit/debit card (2.85% convenience fee will be applied to each payment). A separate payment plan will be needed for each term.

**To Pay your balance in full:**

- Click on [Go to Transact Payments](#)
- Click on [Make a payment](#)
- Click on the term balance
- Click [Checkout](#)

\*\*\*You have the option to enter a bank account (no convenience fee) or credit/debit card (2.85% convenience fee)

**To Pay through the NCTC Business Office:**

- In person
  - Visit any campus Business Office location.
  - Make a payment with a Check, Bank Draft, or Credit/Debit Card (no Convenience fee with any option).
- Over the phone
  - Call the NCTC Business office at (940)668-4200.
  - Make a payment with a Bank Draft or Credit/Debit Card (no Convenience fee with either option).

#### Payment Options

[My Account Balances](#)  
[Course and Fee Statement](#)

#### Pay Using Transact Payments

[Go to Transact Payments](#)

Accepted Payment Types: Credit Card, E-Check, Intl Funds Transfer, 529 Plans.  
Service fee is 2.85% for Card transactions.  
No Service Fee for E-Check Payments.

#### Summer 2024 Payment Plan

[My Account Balances](#)  
[Course and Fee Statement](#)

#### Payments

Use the Year / Term drop down to select a different year and term to view.

Step 1

Step 2

3. Read this section

Note the difference between summer and fall payment instructions!

Step 4 - FALL

Step 4 - SUMMER 2024

After logging in to OneLogin and clicking the MyNCTC app...

1. Click the Student Services tab.
2. Then go to Financial on the left-hand side.
3. Students should see instructions under Paying for Classes.

**\*Please note that NCTC is moving from Herring Bank (through summer 2024) to Transact (for fall 2024 and beyond.)**