



# HOUSING CHARGES

## How to View, Pay and Apply Aid

Last edit date: 7/19/2024

This document will provide instructions for students to view, pay or apply aid to their housing charges via the University Housing Charges card on the RamPortal homepage.

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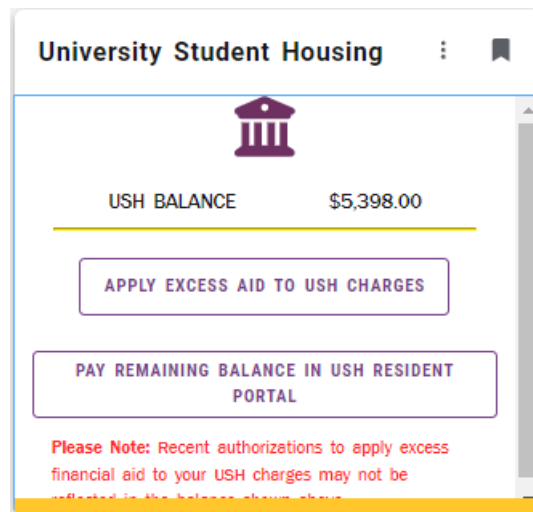
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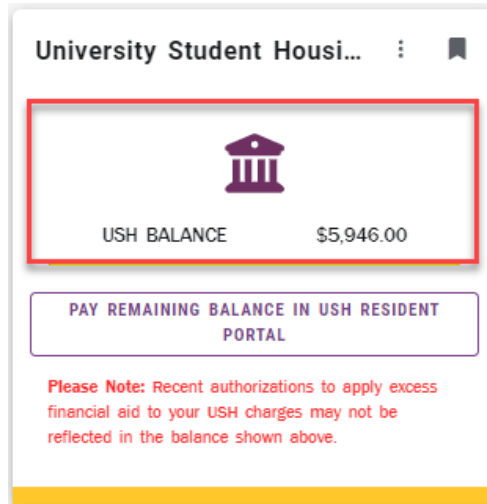
**NAVIGATION:** University Student Housing card on the RamPortal home page

- Log into RamPortal – [ramportal.wcupa.edu](http://ramportal.wcupa.edu)
  - The [RamPortal Home Page Navigation.docx](#) provides basic navigation instructions.
  - Locate the “University Student Housing” card on your RamPortal home page.



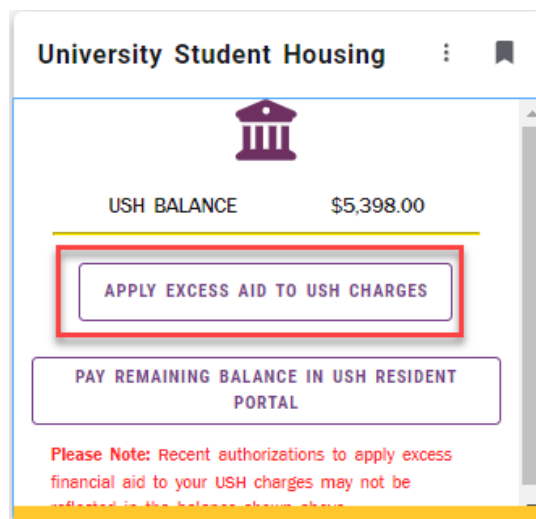
## VIEW CHARGES

- Your University Student housing (USH) balance can be found in the middle of the card next to “USH Balance”.
- Notice the text in red at the bottom of the card - “Please Note: Recent authorizations to apply excess financial aid to your USH charges may not be reflected in the balance shown above.” See below for instructions to apply excess financial aid to the USH charges.



## APPLY EXCESS AID TO USH CHARGES

- If you have excess aid available to apply to your USH charges, a block titled “Apply Excess Aid to USH Charges” will appear on your card below the balance.
  - If you do *not* have excess aid, this button will not appear on your card.



- Click the “Apply Excess Aid to USH Charges” block.
- Complete all fields of the Student Information section. Then, click the box to authorize WCU to send the amount to the University Student housing to apply to your USH bill.



## Apply Excess Financial Aid to USH Housing Charges

West Chester University  
700 South High Street  
West Chester PA 19383

### Student Information

Student ID 1	First Name S	Last Name S	Email S@WCUPA.EDU
USH Room Charges \$5,398.00	Excess Aid \$8,134.45		

### Authorization

I authorize WCU to send the amount below to University Student Housing to apply to my USH bill.  
If you do not wish to authorize WCU to apply funds to your USH bill, please exit out of this form and do not submit.

USH Authorization Amount \*

Student Signature \*

Click to Sign Document

Date Submitted

- In the "USH Authorization Amount" box, enter the amount of excess Financial Aid funds you'd like to apply to your USH bill.
  - NOTES:
    - The amount cannot be greater than your room charge total. If a greater amount is entered, you will receive the following error, shown in the red box below. If this error appears, reenter an amount less than your room charge.

USH Room Charges

\$5,398.00

Excess Aid

\$8,134.45

### Authorization

I authorize WCU to send the amount below to University Student Housing to apply to my USH bill.

If you do not wish to authorize WCU to apply funds to your USH bill, please exit out of this form and do not submit.


USH Authorization Amount \*

6000.00

The Authorization Amount is greater than the Room Charge. Please enter an amount less than or equal to the Room Charges shown in the Student Information section above.

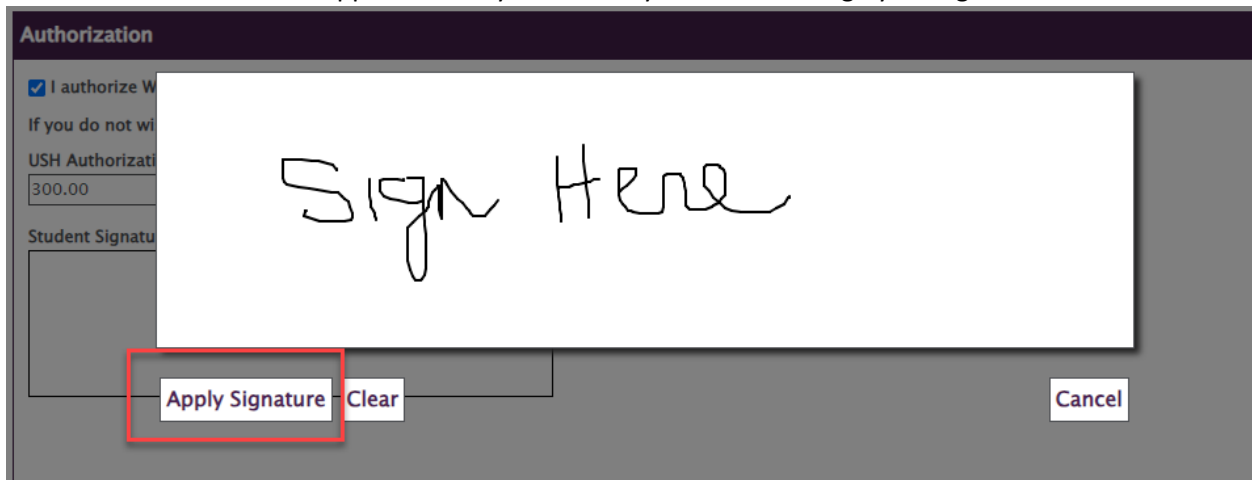
- The amount cannot be greater than the Excess Aid amount.
- Do not use the dollar sign "\$" in the USG Authorization Amount field. If you attempt to use the "\$" symbol, the field will become shaded red and an error will appear in the top left corner of your screen stating, "USH Authorization Amount: The value must be a Floating Point value". This error means you need to enter the amount with numbers and a decimal (i.e. 5000.00).

**⚠ USH Authorization Amount:** The value must be a Floating Point value.



## Apply Excess Financial A Housing Charges

- Once the correct amount is entered, click the “Student Signature” box to sign the document.
  - A window will appear where you can use your mouse to sign your signature.



**Authorization**

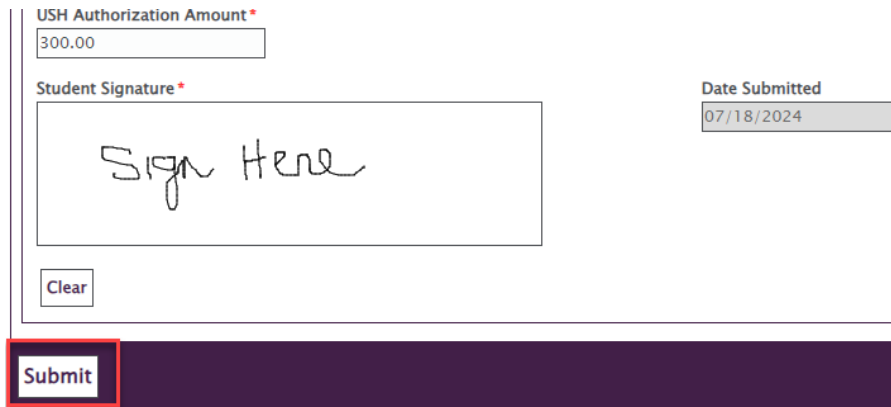
I authorize WCU to apply excess financial aid to my account.  
If you do not wish to authorize, click the "Cancel" button.

USH Authorization Amount: 300.00

Student Signature:

**Apply Signature** Clear Cancel

- Next, click the “Apply Signature” box.
- The “Date Submitted” field will auto populate with the current date.
- Once the signature is applied, click the “Submit” but which appears at the bottom left corner.



USH Authorization Amount \*  
300.00

Student Signature \*

Clear

Date Submitted  
07/18/2024

**Submit**