

# GSSP - DGP - Checking Student Accounts

You can view individual student accounts to investigate payments and/or outstanding charges. If students receive a notification that their schedule is at risk of cancellation, first check Grad Support to confirm that benefits have been applied. You can then check the student's account to view the charges and credits.

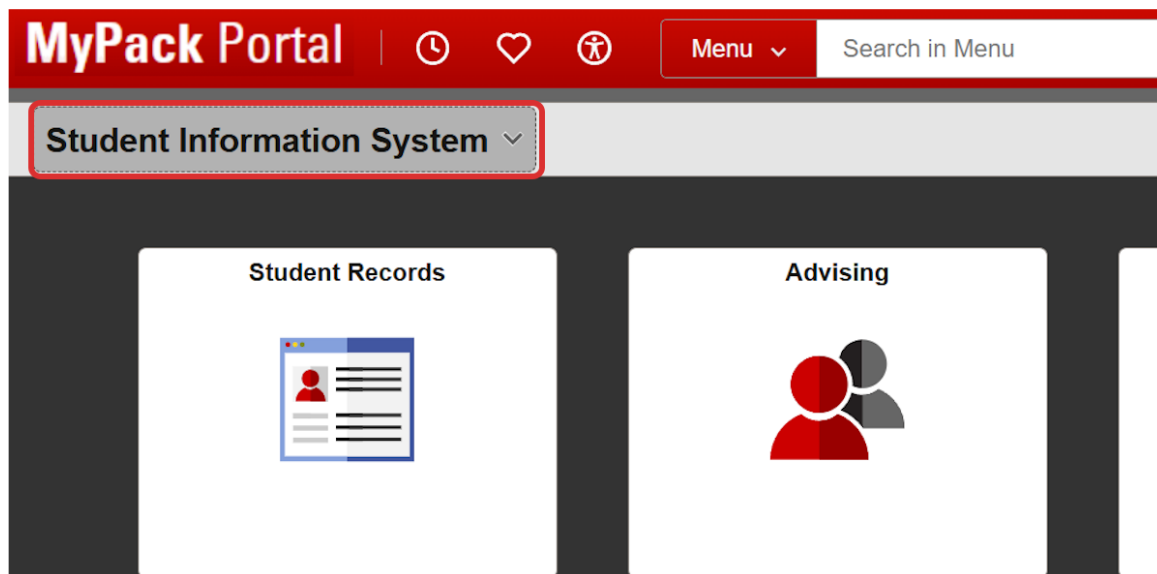
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**First, log on to the MyPack Portal.**

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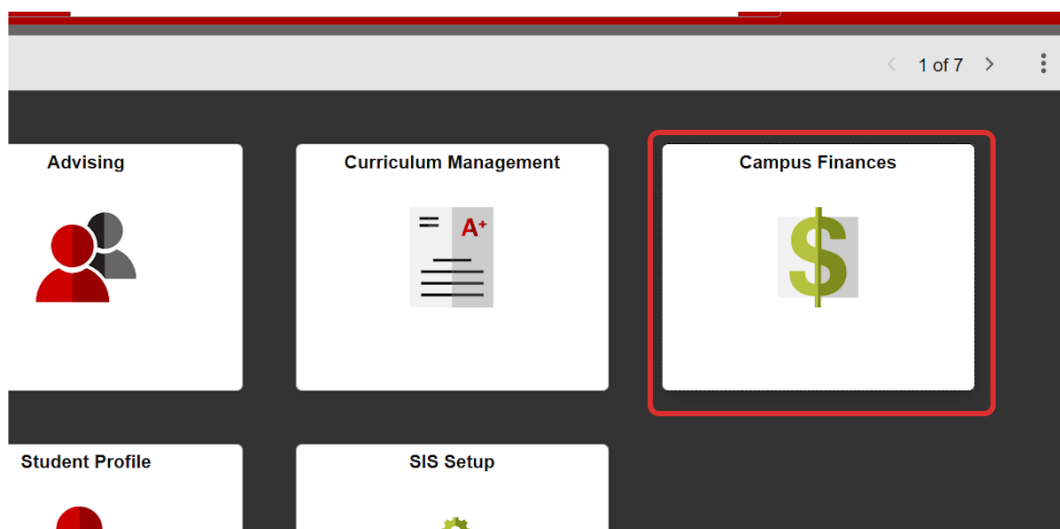
## STEP 1

### Navigate to the Student Information System



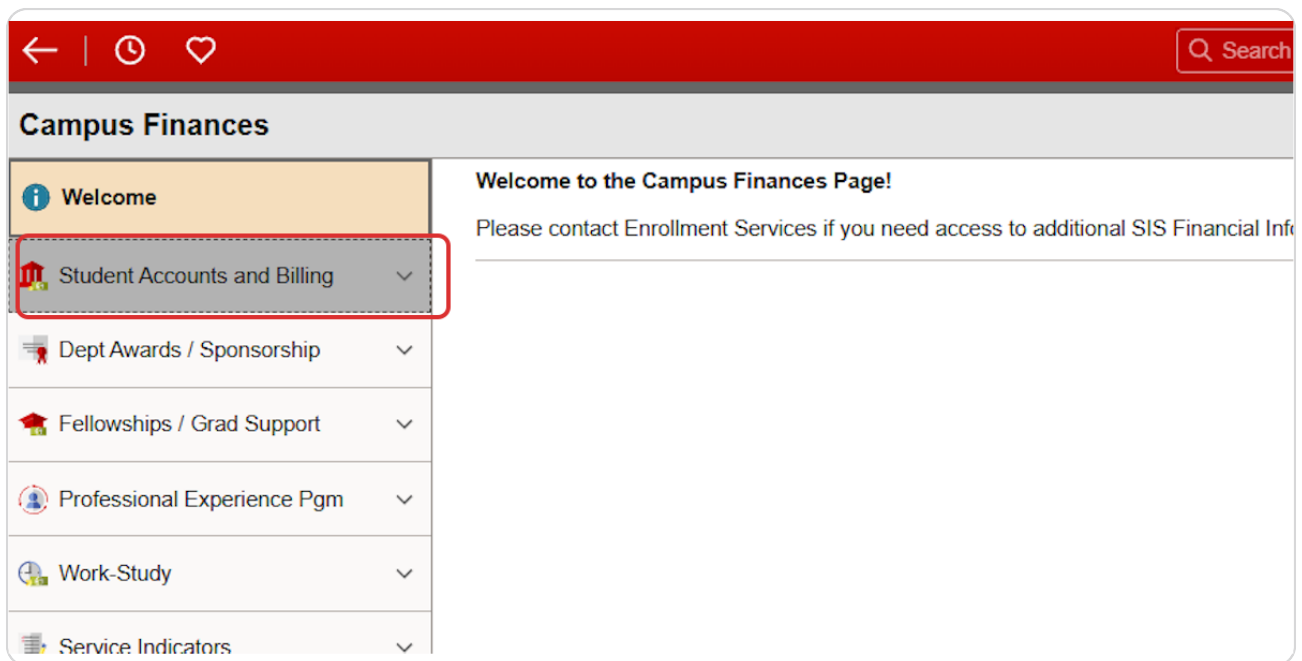
## STEP 2

### Click on the Campus Finances tile



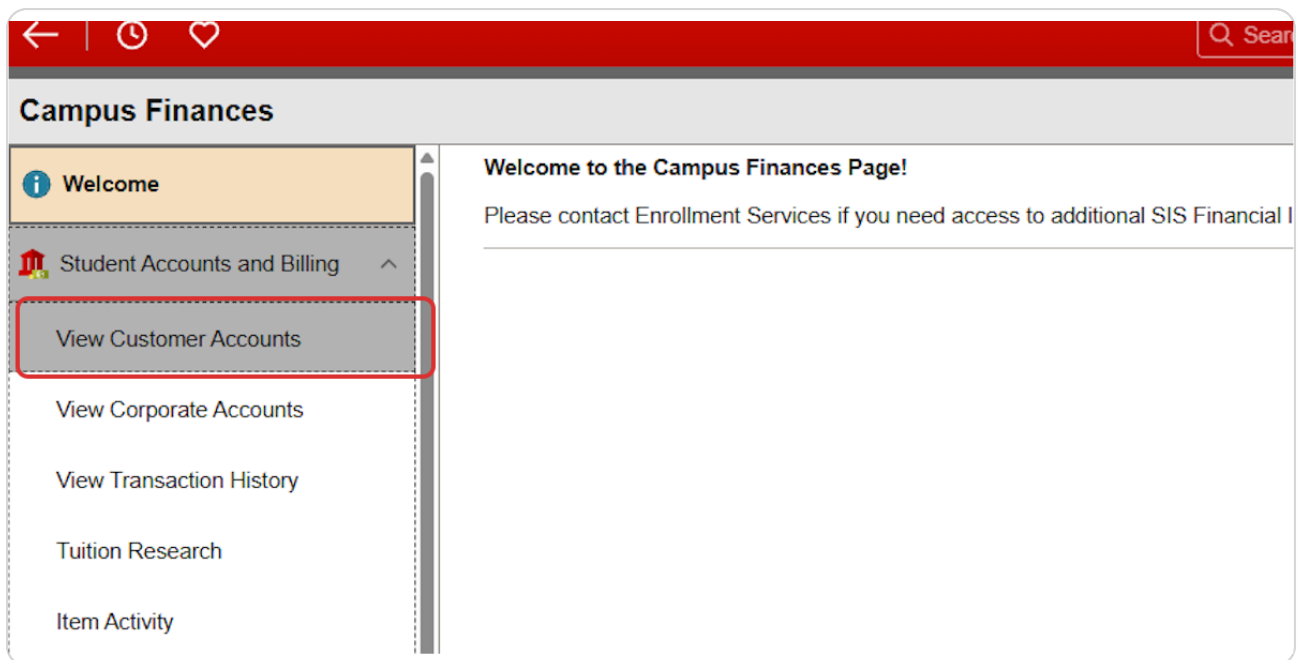
### STEP 3

#### Click on "Student Accounts and Billing"



### STEP 4

#### Click on "View Customer Accounts"



💡 If you do not see this option, you may need SAR access.

SAR Access: [grad.ncsu.edu](http://grad.ncsu.edu)

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## STEP 5

**We recommend searching records with the 9-digit Student ID number.**

**Find an Existing Value**

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ▼ ✎ Saved Searches Choose from s

\*Business Unit = ▼ NCSU1 🔍

ID begins with ▼ 123456789 🔍

National ID begins with ▼

Unity ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

^ Show fewer options

☐ Case Sensitive

Search Clear

## STEP 6

**Click on Search**

\*Business Unit = ▼ NCSU1 🔍

ID begins with ▼ 123456789 🔍

National ID begins with ▼

Unity ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

^ Show fewer options

☐ Case Sensitive

Search Clear

## STEP 7

The current charges/credits will be listed, as well as the student's billing history, displayed by term.

Find the term that you wish to review.

Business Unit: NCSU1

ID: [Academic Infor](#)

Total: 1,252.25

Anticipated Aid: 0.00 ☒ Two Factor

Account Type	Account Number	Pay Plan	Antc Aid	Balance
STUDENT	STUDENT001- 2026 Spring Term	0.00	0.00	1,252.25 USD
STUDENT	STUDENT001- 2025 Fall Term	0.00	0.00	0.00
STUDENT	STUDENT001- 2025 Summer Term 2	0.00	0.00	0.00
STUDENT	STUDENT001- 2025 Summer Term 1	0.00	0.00	0.00
STUDENT	STUDENT001- 2025 Spring Term	0.00	0.00	0.00
STUDENT	STUDENT001- 2024 Fall Term	0.00	0.00	0.00
STUDENT	STUDENT001- 2024 Spring Term	0.00	0.00	0.00

## STEP 8

Click on "Account Details" to see the student account by semester and line item.

[Academic Information](#) PIN

☒ Two Factor Authenticated

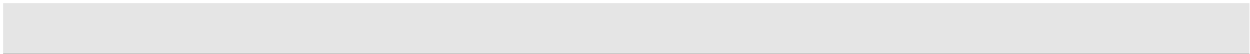
Find | View All First 1-7 of 7 Last

Balance	Open Date	Status	
1,252.25 USD	11/05/2025	Active	<a href="#">Account Details</a>
0.00	07/01/2025	Active	<a href="#">Account Details</a>
0.00	05/19/2025	Active	<a href="#">Account Details</a>
0.00	04/01/2025	Active	<a href="#">Account Details</a>
0.00	11/06/2024	Active	<a href="#">Account Details</a>
0.00	07/29/2024	Active	<a href="#">Account Details</a>
0.00	12/20/2023	Active	<a href="#">Account Details</a>

Sponsorship/GA1 Tuition Research Comments Health Insurance

STEP 9

Make sure to click "view all" to ensure all line items are displayed.



Business Unit NCSU1				
g '26	Account Balance		1,252.25	
-5,115.00	Applied	5,115.00	Unapplied	0.00
<div>Find   View All   First   1-5 of 5   Last</div>				
Amount	Balance	Last Activity Date		
30.00	30.00	11/05/2025	Item Details	
219.50	219.50	11/05/2025	Item Details	
1,002.75	1,002.75	11/05/2025	Item Details	

STEP 10

The Account Balance will be displayed, as well as "debits", "credits", and amount "applied" to student bill.

Q Search in Menu

Account Details

ID

Business Unit NCSU1

Account Number STUDENT001 Spring '26

Account Balance1,252.25

Debits6,367.25Credits-5,115.00Applied5,115.00Unapplied0.00

Details

Find | View All | First | 1-5 of 5 | Last

Item	Term	Amount	Balance	Last Activity Date	
Campus Security Fee	Spring '26	30.00	30.00	11/05/2025	Item Details
Ed and Tech Fee	Spring '26	219.50	219.50	11/05/2025	Item Details
Fees	Spring '26	1,002.75	1,002.75	11/05/2025	Item Details
Graduate In-State Tuition	Spring '26	5,115.00	0.00	11/05/2025	Item Details
Sponsor Transfer	Spring '26	-5,115.00	0.00	11/05/2025	Item Details

## STEP 11

GSSP benefits are designated as "Sponsor Transfer" and should match the same amount listed on the student's tuition record in Grad Support. This student has received the in-state tuition award through GSSP.

Learn more about [confirming benefits have been applied](#) to a student's account in Grad Support.

**Account Details**

ID [Redacted] Business Unit NCSU1

Account Number STUDENT001 Spring '26 Account Balance 1,252.25

Debits	6,367.25	Credits	-5,115.00	Applied	5,115.00	Unapplied	0.00
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**Details** Find | View All First 1-5 of 5 Last

Item	Term	Amount	Balance	Last Activity Date	
Campus Security Fee	Spring '26	30.00	30.00	11/05/2025	<a href="#">Item Details</a>
Ed and Tech Fee	Spring '26	219.50	219.50	11/05/2025	<a href="#">Item Details</a>
Fees	Spring '26	1,002.75	1,002.75	11/05/2025	<a href="#">Item Details</a>
Graduate In-State Tuition	Spring '26	5,115.00	0.00	11/05/2025	<a href="#">Item Details</a>
Sponsor Transfer	Spring '26	-5,115.00	0.00	11/05/2025	<a href="#">Item Details</a>

[Return](#)

## STEP 12

Line items with a balance will have the "amount" charged as well as the "balance" of remaining charges. The items in the "Balance" column add up to the "Account Balance"

### Account Details

ID [Redacted]		Business Unit NCSU1	
Account Number STUDENT001 Spring '26		Account Balance 1,252.25	
Debits	6,367.25	Credits	-5,115.00
Applied	5,115.00	Unapplied	0.00
<b>Details</b> Find   View All First 1-5 of 5 Last			
Item	Term	Amount	Balance
Campus Security Fee	Spring '26	30.00	30.00
Ed and Tech Fee	Spring '26	219.50	219.50
Fees	Spring '26	1,002.75	1,002.75
Graduate In-State Tuition	Spring '26	5,115.00	0.00
Sponsor Transfer	Spring '26	-5,115.00	0.00

[Return](#)



Occasionally, the balances appear to be partially paid. This is likely due to the system's payment source ranking. In these instances, you will want to check for GSSP support and the account balance to ensure GSSP benefits have been paid.

Payment Source ranking example: External sponsorship, GSSP sponsorship, Departmental GA1, student payments.

For example, if the student submits a payment and then receives GSSP sponsorship, the GSSP sponsorship will take precedence over the student's payment, and the student's payment will be reduced and applied to any charges not covered by GSSP, likely resulting in a refund. Student Accounts disburses [refunds](#).

**Contact Student Accounts for more information or clarification on student account line items.**

### STEP 13

**GSSP recipients and non-supported students who have waived themselves from mandatory health insurance should see that there is \$0.00 balance for Mandatory Health Insurance.**

If there is not a line item for Mandatory Health Insurance, the student likely waived mandatory insurance for a year.

Account Number STUDENT001 Spring '26				Account Balance	
Debits	7,117.25	Credits	-7,040.21	Applied	7,040.21
Details					<a href="#">Find</a>   <a href="#">View</a>
Item	Term	Amount	Balance	Last Activi	
ePAY - Thank you	Fall '25	-1,925.21	0.00	12/05/2025	
Mandatory Health Insurance	Spring '26	0.00	0.00	12/05/2025	
COE Program Enhancement Fee	Spring '26	750.00	0.00	11/05/2025	
Campus Security Fee	Spring '26	30.00	0.00	11/05/2025	
Ed and Tech Fee	Spring '26	219.50	0.00	11/05/2025	

## STEP 14

If a student qualifies for GSSP and will be enrolled in the RA-TA GSHI plan, but the mandatory insurance charge is still listed on the student's bill, first confirm that the insurance benefit has been applied in grad support. Then confirm if the student has waived RA-TA GSHI.

Learn how to [confirm benefits have been applied](#) in Grad Support. If students have waived RA-TA health insurance, they must take action to waive themselves from the mandatory health insurance plan. Otherwise, they will automatically be enrolled in and charged for mandatory health insurance. Students are notified of this when they waive RA-TA health insurance.

Keep in mind that it takes several days for BCBS to process RA-TA GSHI Enrollment, waive the student from the mandatory plan, notify the student of the waiver, and notify Student Accounts of the waiver and to remove the charge for "mandatory health insurance" from the student's bill.

Student Accounts can see the tuition sponsorship on the student account and should know that the charge for mandatory insurance will be removed from the bill once BCBS notifies them to remove it.

We recommend updating your Roster as soon as possible so the health insurance benefit can be applied to the student's account, removing the mandatory health insurance charge before bills are due.

Student Accounts and Billing

New Customer Accounts

ew Corporate Accounts

ew Transaction History

ition Research

em Activity

ill History

ending To Bill Items

irect Deposit - Student

udent Accounts Queries

ition What-If Calc

rint Term Statement

ept Awards / Sponsorship

ellowships / Grad Support

rofessional Experience Pgm

ACCOUNT DETAILS

ID [REDACTED] Business Unit NCSU1

Account Number STUDENT001 Spring '26 Account Balance 2,648.79

Debits 7,763.79 Credits -5,115.00 Applied 5,115.00 Unapplied 0.00

Details

Find | View All First 1-6 of 6 Last

Item	Term	Amount	Balance	Last Activity Date	
Campus Security Fee	Spring '26	30.00	30.00	11/05/2025	<a href="#">Item Details</a>
Ed and Tech Fee	Spring '26	219.50	219.50	11/05/2025	<a href="#">Item Details</a>
Fees	Spring '26	1,002.75	1,002.75	11/05/2025	<a href="#">Item Details</a>
Graduate In-State Tuition	Spring '26	5,115.00	0.00	11/05/2025	<a href="#">Item Details</a>
Mandatory Health Insurance	Spring '26	1,396.54	1,396.54	11/05/2025	<a href="#">Item Details</a>
Sponsor Transfer	Spring '26	-5,115.00	0.00	11/05/2025	<a href="#">Item Details</a>

Return



## STEP 15

**Below is an example of a student who has waived RA-TA health insurance.**

You can find Grad Support navigation instructions [here](#).

Controlled Full-Time	Y		Y	N	Assistant Research/Teaching Assistant	<input checked="" type="checkbox"/>	Y	
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Plan	Sub-Plan	Status	Load	Units	Load Term
		Active	Full-Time	15.000	Spring '26

RDS Status

**Special Funding Rules** ⓘ  
XXHI GSSP-Student Declined GSHI  
Health Insurance  
Declined

Term	258	2025 Fall Term
	258	2025 Fall Term
	<input type="checkbox"/>	

Max GRAD Terms: 4  
Show GRAD terms for student

## STEP 16

**Once you have reviewed the student account, click "Return" to go back to Step 7 of this document.**

History

ending To Bill Items

irect Deposit - Student

udent Accounts Queries

ition What-If Calc

int Term Statement



















ept Awards / Sponsorship

Graduate In-State Tuition	Spring '26
Sponsor Transfer	Spring '26

Return

## STEP 17

When you see "Sponsor Transfer" from step 11 of this document, you can confirm the sponsor by checking "Sponsorship/GA1".

I Term	0.00	0.00	0.00	07/01/2025	Active	<a href="#">Account Details</a>	  
Summer Term 2	0.00	0.00	0.00	05/19/2025	Active	<a href="#">Account Details</a>	  
Summer Term 1	0.00	0.00	0.00	04/01/2025	Active	<a href="#">Account Details</a>	  
Spring Term	0.00	0.00	0.00	11/06/2024	Active	<a href="#">Account Details</a>	  
Fall Term	0.00	0.00	0.00	07/29/2024	Active	<a href="#">Account Details</a>	  
Spring Term	0.00	0.00	0.00	12/20/2023	Active	<a href="#">Account Details</a>	  

[Items by Term](#) [Items by Date](#) [Due Charges](#) **[Sponsorship/GA1](#)** [Tuition Research](#) [Comments](#) [H](#)

## STEP 18

You can compare the Contract Number to the student's tuition award in Grad Support. If they match, the sponsorship is the GSSP award.

This is shown in step 4 of [Confirming Benefits Applied](#).

Student Finances

Welcome

Student Accounts and Billing

**View Customer Accounts**

View Corporate Accounts

View Transaction History

Tuition Research

Payment Activity

Bill History

Pending To Bill Items

Sponsorship/GA1

Business Unit NCSU1

ID

Payment Plans

Personalize

Plan Description	Plan Detail	Contract Nbr	Contract Description	Contract Type	Plan Type
		2258.200687531.1.1.0	In-State Tuition Award 25F	Third Party	
		2261.200698538.1.1.0	In-State Tuition Award 26S	Third Party	

Return

## STEP 19

Click "Return" to go back to the page in step 7 of this document.

Business Unit NCSU1

ID

Payment Plans

Plan Description

Plan Detail

Contract Nbr	Contract Description	Contract Type
2258.200687531.1.1.0	In-State Tuition Award 25F	Third Party
2261.200698538.1.1.0	In-State Tuition Award 26S	Third Party

Return

## STEP 20

If a GA1 has been submitted, you can also view the contract number and the GA1.

Search in Menu

Sponsorship/GA1

Business Unit NCSU1

ID

Payment Plans

Personalize | Find | View All | First 1-19 of 19 Last

Contract Nbr	Contract Description	Contract Type	Plan Type	GA1	External Org ID	Status
2228.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2228.000214021.8.6.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2228.200494650.1.1.0	In-State Tuition Award 22F	Third Party			200494650	Active
2228.200494651.1.1.0	Tuition Remission 22F	Third Party			200494651	Active
2231.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2231.200499659.1.1.0	In-State Tuition Award 23S	Third Party			200499659	Active
2231.200499660.1.1.0	Tuition Remission 23S	Third Party			200499660	Active
2238.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2238.200553393.1.1.0	In-State Tuition Award 23F	Third Party			200553393	Active
2241.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2241.200562752.1.1.0	In State Tuition Award 24S	Third Party			200562752	Active
2248.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2248.200617814.1.1.0	In-State Tuition Award 24F	Third Party			200617814	Active
2251.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2251.200628281.1.1.0	In-State Tuition Award 25S	Third Party			200628281	Active
2258.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2258.200687531.1.1.0	In-State Tuition Award 25F	Third Party			200687531	Active
2261.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
2261.200698538.1.1.0	In-State Tuition Award 26S	Third Party			200698538	Active

Return

## STEP 21

Click on "GA1" to view the GA1 sponsorship.

### Sponsorship/GA1

Business Unit NCSU1

ID

Payment Plans

Personalize | Find | View All | First 1-19 of 19 Last

Plan Description	Plan Detail	Contract Nbr	Contract Description	Contract Type	Plan Type	GA1	External Org ID	Status
		2228.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2228.000214021.8.6.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2228.200494650.1.1.0	In-State Tuition Award 22F	Third Party			200494650	Active
		2228.200494651.1.1.0	Tuition Remission 22F	Third Party			200494651	Active
		2231.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2231.200499659.1.1.0	In-State Tuition Award 23S	Third Party			200499659	Active
		2231.200499660.1.1.0	Tuition Remission 23S	Third Party			200499660	Active
		2238.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2238.200553393.1.1.0	In-State Tuition Award 23F	Third Party			200553393	Active
		2241.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2241.200562752.1.1.0	In State Tuition Award 24S	Third Party			200562752	Active
		2248.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2248.200617814.1.1.0	In-State Tuition Award 24F	Third Party			200617814	Active
		2251.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2251.200628281.1.1.0	In-State Tuition Award 25S	Third Party			200628281	Active
		2258.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2258.200687531.1.1.0	In-State Tuition Award 25F	Third Party			200687531	Active
		2261.000214021.8.2.0	Food,Bioprocess,Nutrition Sci	Third Party		GA1	000214021	Active
		2261.200698538.1.1.0	In-State Tuition Award 26S	Third Party			200698538	Active

Return

## STEP 22

All line items for the GA1 sponsorship will be listed. You can confirm which specific charges were sponsored by the department, as well as the information for the person who entered the GA1.

If you have questions about a GA1, contact the person who submitted the sponsorship or Student Accounts.

Tuition should NOT be paid on state projects when submitting a GA1.

Sponsor Student Authorization

Business Unit: NCSU1  
Sponsor Dept: 111101 Food,Bioprocess & Nutrition Sci  
Term: 2261 2028 Spring Term  
Trans ID: 0000027094  
Status: Assigned to Contract

Sponsor Contact  
Name: Briseno,Juliebeth  
Email: jbriseno@ncsu.edu  
Phone: 515-0952

Comments:

Helpful Hints:  
If you intend to cover 100% of a student's tuition or fees, enter the full-time dollar amount for tuition or fees on the GA1.  
If the tuition and fees amount entered into the GA1 are greater than the reflected charges on the student account-Bill, a refund will not go to the student; your department account will only be charged the actual cost.  
The "full-time dollar amount of tuition or fees", 9+ credit hours for graduate students and 12+ credit hours for undergrad students, can be found at: <http://go.ncsu.edu/tuitionfees>

Sponsored Students

ID	Name	Project/Grant	Account	Tuition	Fees	Housing	Dining	Health Ins	Other	Total
1		375570-10230	56591		1,252.25					1,252.25
2		375570-10230	56591	1,704.99	417.42					2,122.41
3		375570-10230	56591		417.42					417.42
4		375570-10230	56591		1,252.25					1,252.25
5		375570-10230	56591		1,252.25					1,252.25
6		375570-10230	56591		1,252.25					1,252.25
7		375570-10230	56591		417.42					417.42
8		375570-10230	56591	10,849.00	1,252.25					11,901.25
9		375570-10230	56591		1,252.25					1,252.25
10		375570-10230	56591		1,252.25					1,252.25
11		375570-10230	56591		1,252.25					1,252.25
12		375570-10230	56591		1,252.25				200.00	1,452.25
13		375570-10230	56591		1,252.25					1,252.25
14		375570-10230	56591		1,252.25					1,252.25
15		375570-10230	56591		1,252.25				30.00	1,282.25
16		375570-10230	56591		1,252.25				30.00	1,282.25
17		575145-02623	56591		1,252.25					1,252.25
18		375570-10230	56591	1,704.99	417.42					2,122.41
19		860780-02623	56591		1,252.25					1,252.25
20		860780-02623	56591	5,254.68	417.42					5,672.10

Tuition: 21,018.85  
Fees: 34,645.62  
Housing: 0.00  
Dining: 0.00  
Health Ins: 0.00  
Other: 320.00  
Form Total: 55,984.27

Entered by: JBR/SEN Juliebeth Briseno 12/02/25 4:33PM  
Last Updated By: JGWALKE4 Jason Glenn Walker 12/03/25 8:45:30AM

Return to Search Add

## STEP 23

### Click on Return to Search

12					375570-10239	56591		1,252.25			
13					375570-10239	56591		1,252.25			
14					375570-10239	56591		1,252.25			
15					375570-10239	56591		1,252.25			
16					375570-10239	56591		1,252.25			
17					575145-02923	56591		1,252.25			
18					375570-10239	56591	1,704.99	417.42			
19					660780-02923	56591		1,252.25			
20					660780-02923	56591	5,254.68	417.42			

Tuition:	21,018.65	Housing:	0.00	Health Ins:	0.00	Fees:
Fees:	34,645.62	Dining:	0.00	Other:	320.00	

Entered by: JBRISEN Juliebeth Briseno 12/02/25 4:33PM  
Last Updated By: JGWALKE4 Jason Glenn Walker 12/03/25 8:45:30AM

[Return to Search](#)



**The Student Accounts office is the steward of student accounts. GSSP sponsorship is only one element of a student's account. Contact Student Accounts for the most accurate and detailed information regarding a student's account.**

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