

**Woodbury International Pre-Arrival Handbook
2019-2020**

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WELCOME TO WOODBURY

As a new international student, you are at the beginning of a great adventure— studying and living in the United States! Although the adventure is great, it can be quite challenging as well. This handbook will make your transition into the United States and Woodbury University a little easier. In this Pre-Arrival Handbook, you will find all the information you need including important dates, deadlines, academic services, legal requirements, and resources for international students.

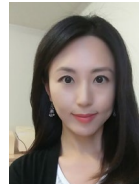
Please read this handbook very carefully. If you have any questions, feel free to contact us.

We look forward to meeting you!

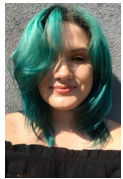
STAFF DIRECTORY



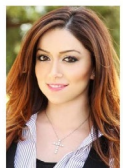
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INTERNATIONAL PEER ADVISORS (IPAS)

The International Peer Advisor (IPA) program is a resource for all incoming international students. Each incoming international student is assigned an international peer advisor (IPA). The IPA will provide guidance to international students and assist them as they transition into life as a Woodbury University student.

IPAs are students that have already gone through this life-changing experience and are now able to use their experiences to help others. IPAs will communicate with new international students on a regular basis to support their personal and academic success and facilitate international events to encourage student engagement.

Check out our Woodbury IPAs on [Instagram!](#)



PRE-DEPARTURE CHECKLIST

Checklist

Before you leave home:

1. General checklist

- Passport – A passport is the required identification document for international travel. You will need to show your passport every time you travel, when you report to Woodbury University, and on many other occasions when official identification and travel documentation are needed. Additionally, the F-1 Student Visa Stamp needs to be in your passport. If your passport expires and you obtain a new one while you are in the U.S., you will need to carry both your new passport and your expired passport as your visa stamp will not transfer to your new passport. Be sure to keep your passport valid at all times. Your passport must be valid for at least six months into the future every time you travel internationally. You must renew your passport at your country's embassy or consulate while you are here in the U.S. if the passport is about to expire or expired.
- F-1 Student Visa Stamp (see page 5-6)
- Reserve housing as soon as possible (see page 10-12)
- Arrange transportation to Woodbury in time for the International Student Orientation (see page 9 and 14)
- Register for the International Student Orientation and SOAR (for undergraduate students) or Graduate Orientation (see page 9)
- Mobile phone that works internationally – If you are interested in purchasing a temporary mobile plan and receiving the U.S. phone number before you arrive in the U.S., please visit www.campussims.com.

2. Document Checklist

- Unexpired passport with F-1 visa
- Woodbury I-20 – Woodbury University has sent you an initial I-20 form. Please check this form very carefully to be sure that all of your personal information is correct and matches your passport and visa. Be sure to enter the U.S. with your Woodbury I-20 and do not use the I-20 of another school to enter the U.S. if you plan to study at Woodbury University.
- I-901 SEVIS fee payment receipt-If you need to reprint the receipt, please visit <https://www.fmjfee.com/i901fee/index.html>
- Copies of your financial statements to use as proof of sufficient funds
- International driving permit and home country driving license (if applicable)
- Notarized English translations of marriage & birth certificates (if applicable)

3. Health Checklist

- Get a medical examination
- Get other medical check-ups. Have your eyes and teeth checked and any necessary treatment
- Bring any medication in its original package with the prescription in English translation
- Translate your medical, immunization, and dental records into English to bring with you
- Health Insurance – If you do not have a health insurance plan, which will cover you while you are living in the United States, you can sign up for a plan to ensure you have coverage through Woodbury University. Click on this [link](#) below to find out more about Woodbury's health insurance. If you already have a health insurance plan that offers coverage in the U.S., please sign up for the health insurance waiver at <https://clients.garnett-powers.com/univ/woodbury/>

Prohibited and Restricted items

Products that U.S. Customs and Border Protection prevents from entering the United States are those that can injure community health, public safety, American workers, children, or domestic plant and animal life. Before you leave for your trip to the United States, go to the U.S. Department of Agriculture website www.dontpackapest.com for travel guidelines.

APPLYING FOR AN F-1 STUDENT VISA

As an international student, you must have an F-1 Student Visa to enter the U.S. If you enter the U.S. with a tourist visa (B-1/B-2) or under a visa waiver program that your country has with the U.S., you cannot attend school. To apply for an F-1 Student Visa, please visit the U.S. embassy or consulate in your home country. For the location, please go to <http://usembassy.state.gov>

Please note that Canadian citizens do not need a visa, but they must present a valid passport, proof of finances, I-20, and I-901 SEVIS fee payment receipt at the U.S. port of entry.

Paying the SEVIS Fee

All students receiving a new initial I-20 must pay the SEVIS fee of \$200 online and obtain a receipt. Please see fee payment instructions below. Generally, students will not have to pay the fee again as long as they maintain their F-1 status.

SEVIS Fee Payment Instruction

1. Visit the SEVP I-901 processing website at www.FMJfee.com.
2. Complete the Form I-901 application – In the upper left hand corner of your I-20 you will see your SEVIS number, which begins with the letter “N”.
3. Payment options: credit card, check, money order or Western Union Quick Pay.
4. Print I-901 SEVIS fee payment receipt from the website for the visa interview and to enter the U.S.

General F-1 Visa Application Process

Each embassy or consular post has their own visa application procedures and processing times. Visit the U.S. Department of State website at <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>. Visit the website of the U.S. Embassy or Consulate in your home country to learn about what required documentation you will need for your interview. The consulate can issue your visa up to 4 months before the start of classes. Please allow 1-2 weeks for processing after visa interview.

1. Complete the Nonimmigrant Visa Application (Form DS-160) online.
2. You will upload your photo while completing the online application. See <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html> for photo requirements.
3. Print the application confirmation page to take to your visa interview.
4. Schedule the visa interview and check processing wait times: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html>
5. Bring the following to your visa interview:
 - Form DS-160 application confirmation page
 - One photograph 5cm x 5cm (2 in x 2 in) for each applicant, showing full face, without head covering, against a light background
 - Passport valid for at least six months after your proposed entry date into the U.S.
 - Woodbury I-20 - If you find an error(s) on the I-20, notify Woodbury Office of Admissions immediately as you will need correction.
 - I-901 SEVIS fee payment receipt
 - Letter of acceptance from Woodbury University
 - Evidence of sufficient funds to cover all expenses, also known as financial documentation. Minimum amounts required by program is:

Program	Minimum amounts by program
All Undergraduate Programs	\$58,000 (USD)
MBA Program	\$64,000 (USD)
Graduate Architecture	\$64,000 (USD)
- Along with the documents above you may also be asked to provide:
 - Your reason for studying English as well as your study plans while in the U.S.
 - Transcripts and diplomas from previous institutions attended (usually for the most recent 3 years)

Students Bringing Dependents

You will need to apply for an F-2 visa for any dependents who will stay in the U.S. with you. If any dependent plans to study full-time, they will also need to apply for an F-1 visa (full-time study on an F-2 visa is not possible).

When applying for an F-2 visa, please bring:

- Proof of the student's relationship to his/her spouse and/or children (e.g. marriage and birth certificates.) and notarized English translation.
- It is preferred that families apply for F-1 and F-2 visas at the same time, but if the spouse and children must apply separately at a later time, they should bring a copy of the student visa holder's passport and visa, along with all other required documents.
- Financial evidence that shows you sponsor has sufficient funds to cover your tuition and living expenses for yourself and dependent(s) during the period of your intended study: For dependents, please add additional funding of \$6,000 USD for spouse and/or \$4,000 USD for each child, per year.

Entering the United States

Immigration laws do not allow you to arrive in the U.S. more than 30 days before the program start date listed on Form I-20.

When entering the U.S., you will need to show:

- Passport – passport must be valid for at least 6 months after your arrival.
- F-1 Visa stamp
- I-901 SEVIS fee payment receipt
- Letter of acceptance from Woodbury University
- Evidence of sufficient funds to cover all expenses, also known as financial documentation.

You will be fingerprinted, photographed, and an entry stamp will be placed in your passport. You may be asked to go to another line where they will look at your documents and ask additional questions. Do not be scared. This is normal and it may take 2-4 hours or longer to do. Allow enough time between flights. U.S. Customs may search your bag for unauthorized items.

Your arrival is registered electronically. Afterwards you can log into the Customs and Border Protection website at <https://i94.cbp.dhs.gov> to view and print a copy of your I-94, a document that verifies your legal entry. You will need information from your passport and your U.S. visa to access your record.

For more information about Port of Entry, immigration status & what you can bring to the US, visit <http://www.cbp.gov/travel>
<http://www.ice.gov/sevis/students>

ARRIVAL IN THE U.S.

Burbank Campus

Los Angeles International Airport (LAX)

Los Angeles International Airport (LAX) is approximately 30 miles (50 kms) from Woodbury University. Driving time from LAX to Woodbury may take 40 minutes to 2 hours depending on the traffic and the time of day. The easiest way to get to Woodbury University from LAX would be to take an Uber, Lyft or taxi. If cost is a concern, you can choose the express pool option when requesting an Uber. The request pool option is cost effective because it allows you to share rides with other riders that are travelling in your same direction.

You can also take public transportation to Woodbury University from LAX. However, you will have to change buses three times in order to get to the university so if you have a lot of luggage with you this might not be the best option. If you are interested in taking public transportation use this [link](#) for directions.

For more information on additional forms of ground transportation, you can visit the LAX [website](#): (Includes information on public transportation, long distance vans, rental cars, etc.)

Hollywood Burbank Airport (BUR)

Hollywood Burbank Airport (BUR) is the local airport, which is approximately 2 miles (3 kms) from Woodbury University. Just a short 5-minute drive to campus, the easiest way to get from the Burbank Airport to Woodbury University is to take an Uber, a Lyft, or a taxi.

San Diego Campus

San Diego International Airport (SAN)

The Woodbury San Diego campus is located just 15 minutes from the San Diego International Airport (approximately 5 miles / 8 kms). The easiest way to get to Woodbury University from the airport is to take an Uber, a Lyft, or a taxi. You can also take public transportation to the San Diego Campus from SAN but you will have to transfer buses at least one time. If you are interested in taking public transportation click on this [link](#) for directions.

MANDATORY CHECK-IN

You should plan to arrive on or before the report date listed on your I-20. Arriving later than the program start date listed on the I-20 may not allow enough time for you to complete all the necessary check-ins and become enrolled before classes start.

The International Student Services office must report arrival and enrollment of international students to the U.S. government. You must report to the International Student Services office no later than 14 days after the report date shown on your I-20 to complete the mandatory check-in processes.

We strongly suggest that you arrive on or before the report date listed on your I-20.

NEW STUDENT ORIENTATION & IMPORTANT DATES

Click on the links below to learn more about all the upcoming important events!

Mandatory Events

International Student Orientation

All international students are required to attend international student orientation. At orientation, students will learn about required legal and institutional responsibilities to maintain their status. Attendance is mandatory in order to remain in good standing with United States Citizenship Immigration Services (USCIS). Optional shopping excursion to downtown Burbank and the Empire Center from 3pm-6pm. To register for the international student orientation please click on the link below:

Burbank: <https://woodbury.edu/admissions/undergraduate-admission/undergraduate-orientation/>

San Diego: <https://woodbury.edu/admissions/undergraduate-admission/orientation-san-diego/>

Student Orientation, Advising, and Registration (SOAR)

Attending SOAR is required of all newly admitted students. SOAR helps prepare you for college life and shares with you the array of support services available from your new campus community. To register for SOAR please click on the link below:

Burbank: <https://woodbury.edu/admissions/undergraduate-admission/undergraduate-orientation/>

San Diego: <https://woodbury.edu/admissions/undergraduate-admission/orientation-san-diego/>

Graduate Orientation

Graduate students are required to attend orientation. Orientation brings together faculty and students for an initial discussion of program requirement and tools for success. It helps prepare you for the rigorous standards ahead and exposes you to an array of support services available from your new campus community. To register for graduate orientation please click on the link below:

<https://woodbury.edu/admissions/graduate-admission/graduate-orientation/>

Additional Information

Placement Exams

To register for your math and writing placement exam click on the link below. Please note that you must register in advance and that your placement exams must be taken before your SOAR date.

Burbank: <https://woodbury.edu/admissions/undergraduate-admission/undergraduate-orientation/>

San Diego: <https://woodbury.edu/admissions/undergraduate-admission/orientation-san-diego/>

Academic Calendar

For more important dates including semester start and end dates and school holidays, please view the academic calendar:

https://woodbury.edu/academic_calendar/

HOUSING

On-Campus Housing

If you are interested in living on campus click on the link below for more information.

<https://woodbury.edu/student-life/living/housing/>

Off-Campus Housing

It is your responsibility to find housing that is suitable to your comfort and budget. This means that you will be contacting local property owners, making viewing appointments for rooms or apartments, and discussing rental term agreements. We strongly encourage you to have an arrival plan that includes temporary housing reservations and transportation from the airport before your departure to the United States.

Types of Housing

- Renting – Renting an apartment by yourself will provide you with the most freedom; however, it can also be very expensive. First month's rent and a security deposit will be due on the move-in date. In popular and major urban centers average monthly rent prices can be very high. Please ask the international student office staff to provide a rent estimate for the area in advance of arrival.
- You can rent both furnished and unfurnished apartments. However, furnished apartments can be more difficult and expensive to rent.
- Living with Roommates – Sharing an apartment with other people is a cost-efficient way to live in a large city. You agree to divide responsibilities and payment of rent and bills. Roommates can be found through word of mouth once you arrive in the U.S. or through websites such as www.roommates.com, www.roomster.com, and www.craigslist.org. Before finalizing your housing situation, it is a good idea to sit down with your roommate(s) to discuss apartment/house rules and delegate responsibilities. Some roommates will write a "roommate contract." A "roommate contract" can include items such as delegating responsibilities and laying out how shared space can be used.
- Sublet – Subletting is when you take over an apartment lease and bills from a tenant who leaves for a few months or longer. If considering a sublet, ask if the tenants have the legal right to sublet their apartment.
- Houses – Houses can be leased from property managers or from private landlords. Depending on the landlord, there may be more utilities that the renter is required to pay, such as water, garbage, and landscaping.
- Homestays – Homestays offer the opportunity to improve language skills and sample American culture by living with a U.S. family. You will typically have your own bedroom and arrange to take an allotted amount of meals with the family each week. Make sure to use a reputable homestay provider who has thoroughly vetted the homestay hosts.
- Renting a room – Renting a room is a cost effective way to get housing. When renting a room, you will most likely be signing onto an already established lease. In these cases, it is smart to see when the current lease is ending before signing it.

* To rent, share, or sublet an apartment, you are typically required to provide a photo ID, I-20 issued by Woodbury University, proof of sufficient funds from home, bank account information, and checks/travelers' checks.

Finding Housing- Tips & Advice

It is a good idea to have a list of questions ready to consider when locating housing, such as:

- ✓ How close do I want to be to Woodbury University?

- ✓ What kind of transportation will I use: bus, car, bike, or walk?
- ✓ How much do I want to pay for: Rent? Utilities? Amenities?
- ✓ Is there assigned or street parking?
- ✓ Is laundry on-site or in my unit? Is it coin-operated?
- ✓ Is there heating and/or cooling systems?
- ✓ When can I begin the move-in process? (Condition checklist, receive keys, etc.)
- ✓ Do I have to purchase Renter's Insurance to cover my belongings?
- ✓ How much notice needs to be given if I decide to move out?
- ✓ When is the rent due? How should I pay it? (e.g.: the first of the month? or no later than the 5th day?)
- ✓ Does the building seem secure? Are there locks on the doors and windows?

Suggested Search Timeline

Four weeks before arrival – Research Different Housing Options

Two weeks before arrival – Start checking available rentals & contacting landlords

- * Make sure to ask them questions about the lease, safety, and what utilities are paid

One week before U.S arrival – Start scheduling appointments to look at rentals

- * Signing a lease before seeing an apartment can legally bind you into a possibly unhealthy environment. As a result, we do not suggest sending money or signing a lease before seeing the rental first.

Resources to Find Housing

Please refer to some of the following search engines, which may help in your search:

Apartment Rentals/Sublets:

[Apartment List](#)
[Apartments.com](#)
[HotPads](#)
[Rent.com](#)
[Zillow](#)

More resources can be found [here](#)

Homestays:

[USH-Find Woodbury for pricing](#)
[Homestay.com](#)
[American Homestay Network](#)

Hostels/Short Term Housing:

[Airbnb](#)

- * Remember to check reviews for your choice of accommodation before committing to it. You can do this through a simple google search.

Moving In- Tips & Advice

Have a list of questions and action items ready to consider when moving in such as:

Walk through the rooms and make note of anything broken or damaged

Mark down any possible health hazards; such as mold, insects, water damage, etc.

Do not tolerate unhealthy conditions. Unlivable conditions can be legal grounds for you to break a lease.

Where do I put trash and recycling?

*Whichever lease/rental option you choose, always sign a rental agreement before exchanging money and request a copy for your records. Avoid moving in on a verbal rental agreement. When rental disputes arise, an absence of a signed rental agreement may cause complications.

Leases

Leases or rental agreements are legally binding documents that detail the terms of your tenancy. They describe what you, as the tenant, are responsible for, and what the landlord or property manager is responsible for. You should always read a lease all the way through. Be aware of how you can break the lease as there are penalties for breaking leases.

Six or 12 Month Lease – Means you have agreed to pay rent for six or 12 months. If you want to move out before the lease is over, the penalty is typically your security deposit and a possible lease-breaking fee.

Month-to-Month Lease – More flexible than a six or 12 month lease. With a month-to-month lease it is easier to move out if necessary, as you are only responsible to pay for one month at a time. You will typically be required to provide a 30-day notice prior to your move out date so the landlord has time to rent the room to someone else. Both you and the landlord have the right to terminate your lease.

Security Deposits

Most leases require a security deposit. A security deposit is a sum of money given to and held by the landlord at the signing of the lease. The security deposit is often due along with the first month's rent. Security deposits are refunded to you when you move out unless you have damaged the apartment. In addition, sometimes your lease will detail move-out fees that will be taken out of your deposit. For example, many landlords charge a non-refundable \$150 cleaning fee.

Other Fees

Leases will tell you what utilities are included. W/S/G is usually included in the rent and stands for Water, Sewage, and Garbage. Electricity and gas heat are usually paid for by the tenant. Most leases do not include internet or TV services (cable, satellite). These can often be purchased together from one company. Ask your international advisor what is typical for your host city in terms of securing utilities.

Know Your Tenant Rights

Every state has its own unique housing laws which guide relationships between tenants (people who rent) and landlords (apartment owners/managers). For references for each state and tenant landlord law please visit the following [link](#).

Avoiding Scams

There are a lot of housing scams, especially on the Internet, so you must conduct your housing search carefully. It is highly recommended that you secure short-term housing upon arrival (e.g. in an airbnb) and conduct your housing search once you are in the U.S. If you absolutely must secure long-term housing before arriving in the U.S., it is recommended that you look for an established university or residence facility rather than an individual apartment owner. If you find you have been the victim of a housing scam, you can report it to the FTC (Federal Trade Commission) and/or the FBI's Internet Crime Complaint Center (IC3). Please make sure to read the instructions first about what to include in the report.

You can also visit the following websites for tips on avoiding fraud:

www.wikihow.com/Avoid-Scams-on-Craigslist

www.fraudguides.com

HEALTH INSURANCE

F-1 students will be automatically enrolled and billed for the Woodbury University Student Health Insurance Plan (SHIP). However, if you have alternative comparable health insurance that will work inside of the United States you can waive out of SHIP. For more information visit the following link: <https://clients.garnett-powers.com/univ/woodbury/>

PUBLIC TRANSPORTATION

Uber/Lyft

Rental Car

If you need to rent a vehicle, some rental car companies require you to be at least 25 years of age, but many rental car companies only require the renter to have a major credit card and be at least 21 years of age. If you want to drive a car, you will be required to purchase automobile insurance, have your country's driver license (in English) and in many cases, an international driving permit. To obtain an international driving permit you should inquire with your home country's motor licensing organization prior to departure. Be aware of the rules of the road while you are in the U.S. and make sure you carry proof of automobile insurance at all times. For individual state driving regulations visit AAA's website: <http://drivinglaws.aaa.com> or <https://www.usa.gov/visitors-driving>.

Riding your Bicycle

Woodbury University has an active bicycle community. Riding your bike is a great alternative to driving to campus. It is environmentally friendly, economical and healthy. However, biking in Los Angeles can be challenging. Be sure to plan ahead by mapping the safest route possible and following basic safety measures.

Metro Bus and Rail

The Metro system offers close to 200 bus and rail lines to take you where you want to go in LA County. You can bring exact change to ride the metro or you can purchase a tap card by clicking on the following [link](#). Timetables and fares can be obtained [here](#).

Train

Traveling by train is another option to consider. Below are two commuter rail systems that you may take to get around Southern California.

Amtrak offers rail passes, regional rail tours, and multi-ride tickets. Please call their toll-free number for prices and more information: 1-800-872-7245 or by visiting their [website](#).

Metrolink train serves over 55 stations across Southern California. To get more information about ticket prices and to plan your trip visit their [website](#).

MONEY MATTERS

When you arrive in Los Angeles, you will need enough money for immediate expenses including food, transportation, and living arrangements. However, do not bring large amounts of cash with you to the U.S! There are many safer options available. It is a good idea to carry a combination of U.S. currency, debit cards, and credit cards. Do not bring a lot of money in foreign currency because it is difficult and expensive to exchange for U.S. money. However, you should bring some of your money in U.S. dollars. If possible, bring \$100 in smaller bills such as \$20, \$10, \$5, and \$1 bills to pay for your transportation from the airport and several meals. \$1 bills are easy to use for tips, taxis, hotels, restaurants, and to take public transportation. If you do not have a chance to get money in U.S. dollars before you arrive, there will be ATM's in the airport that you can use to take out cash using a debit card.

*If you are receiving assistance from your government or a private agency, it may take some time before you have access to these funds. Make sure you are prepared for this!

Please note that you cannot bring more than \$10,000 cash with you into the United States!

Banking

Most students use Chase Bank since there are many branch offices located all over California and throughout the U.S. However, there are many other banks in the area including Bank of America, Citi Bank, and Wells Fargo. To open a bank account you will need a passport, documents that prove you are currently enrolled (I-20, Student ID, registration fee payment receipt, or admission letter), and a minimum deposit (for many banks the minimum deposit is \$100). Always call ahead before going to set up an account to ensure that you have all the necessary paperwork.

Credit Cards – You can pay for your tuition and fees at Woodbury University with most major credit cards (Visa, MasterCard, Discover, and/or American Express). You can also use these cards at the dining hall, in the Woodbury University bookstore, and for most other purchases in the U.S. It is very difficult for foreign citizens to open credit card accounts in the U.S so you will probably have to use a credit card from your home country. If you want to use a credit card home, you will need to talk to your bank about using your card in the U.S, to check your credit card's daily spending limit, and to see what fees may apply while you are using your card abroad.

Debit/ATM Cards – These are useful because you can use them to take out cash from an ATM (Exchange rates, daily limits, and or additional fees may apply). In addition, you can use a debit card for most other purchases in the U.S. However, make sure to double check with your bank to see what kind of fees there are for using your debit card abroad.

* *What is the difference between a debit and a credit card?*

Knowing the difference between a debit and a credit card can be confusing because both cards look the same and can be used in many of the same places. However, the main difference between a debit and a credit card is where the card takes the money from when you use it. A credit card charges money to your line of credit while a debit card takes money straight from your banking account. This means that with a credit card you have to pay the money you spend back later while with a debit card, the money is taken directly from your account.

Wire Transfer- A wire transfer is a service that transfers funds by wire to your bank account. For international wire transfers, money is sent by the Swift system. In order to receive funds from an international wire the sender will need your full name as it appears on your US bank account, your account number from your US bank account, and your Swift Code. You can usually find your bank's Swift code by logging into your online banking account or you can call your bank and ask.

If you do not want to use a bank to complete a wire transfer you can also use websites such as [TransferWise](#) and [XOOM](#). These websites can be a cheaper and faster alternative to making a wire transfer internationally.

TUITION, FEES, AND CHARGES

Visit our [Tuition and Fees](#) page on our website to get a better idea of the different tuition and fees that you will be required to pay as a student at Woodbury University.

Frequently Asked Questions (for the traditional day/evening undergraduate student)-Spring 2019

Q. When is my tuition due?

A. Payment in full and/or payment arrangements for Spring 2019 are due upon assessment and no later than the first day of school.

Q. How can I pay for my tuition?

A. The Business Office offers several ways for students to pay their tuition. Payments can be made online via your Self-Service account, in person at the Business Office, over the phone, or by mail. We accept cash, check, wire-transfer or ACH, credit/debit card (MasterCard®, Visa®, and American Express®).

Q. What if I can't pay my tuition in full by the first day of classes?

A. The Business Office offers a semester deferred payment plan to students who are unable to pay their tuition in full. You must sign a contract to be eligible for this plan. There is a \$100.00 deferred payment fee charged if you choose this pay plan.

Q. What are the payment due dates if I choose to pay by the semester deferred payment plan? See table.

<u>If contract is signed before December 14</u>		<u>If contract is signed after December 14</u>	
December 14, 2019	25%	N/A	
January 19, 2019	25%	January 18, 2019	50%
February 15, 2019	25%	February 15, 2019	25%
March 15, 2019	25%	March 15, 2019	25%

Q. Do I have to accept Woodbury's Health Insurance Plan?

A. Yes. However, if you are covered through another plan and complete the online waiver, we will remove the health insurance charge from your account. You may complete the online waiver at www.4studenthealth.com/woodbury by **February 4th after which no waivers will be accepted and no refunds of premiums will be made.**

Q. What is the fee for The Woodbury Student Health Insurance?

A. The health insurance premium for Spring 2019 is \$1,249.

Q. What if I register for a class or classes and never attend any sessions, will I be automatically dropped?

A. It is the student's responsibility to formally drop or withdraw from any classes through the Registrar's Office. In addition, there will be a \$150.00 no-show fee assessed to the student's account if an instructor notifies the Registrar's Office of non-attendance during the first week of the semester.

Q. Will I be charged any fees if I drop all of my classes during the add/drop period?

A. You may add or drop courses during the first two weeks for a 100% refund less a \$100.00 administration fee.

Q. If I withdraw from all of my classes during the third and fourth week of the semester how much will I be charged?

A. During week three you will be charged 50% of your tuition and fees and 75% during week four. There will also be a \$100.00 administration fee assessed. If you withdraw from all classes after week four you will be charged 100% of the tuition and fees.

Q. *What if my financial aid exceeds the amount of my charges, when can I get my refund check?*

A. Financial aid is applied to the student's account after the add/drop period ends. Please refer to your Self-Service account and once you have a credit balance on your account, we will automatically mail out a check to the student's address on file.

Q. *What if my Parent (PLUS) Loan caused my account to have a credit balance?*

A. If you are receiving a Parent (PLUS) Loan and funds from that loan causes your account to have a credit balance, the Business Office will need written authorization from the parent before funds can be released to the student. If no authorization is received within 7 - 10 days, we will automatically mail out a refund check to the parent's address on file.

Q. *What if I need help purchasing my books?*

A. If you have an anticipated credit from your financial aid award through the end of the add/drop period, you are eligible to use that anticipated credit towards books and supplies. The credit may only be used at the Woodbury University Bookstore.

SHOPS AND OTHER RESOURCES

Burbank

Grocery Stores

[Ralph's](#)
[Trader Joes](#)
[Sprouts Farmers Market](#)

Stores to Buy Furniture

[Target](#)
[Wal-Mart](#)
[IKEA](#)

Shopping Centers

[Burbank Empire Center](#)
[Burbank Town Center](#)
[Glendale Galleria](#)

Banks

[Bank of America](#)
[Chase Bank](#)
[Citi Bank](#)

Cell Phone Services

[AT&T](#)
[Sprint](#)
[T-Mobile](#)
[Verizon](#)

Hotels

[Hampton Inn](#)
[Extended Stay America](#)
[Marriot Courtyard Burbank](#)
[Holiday Inn](#)

Pharmacies

[Walgreens](#)
[CVS](#)
[Rite Aid](#)

Mailing/Shipping Services

[UPS](#)
[Fedex](#)

Health Services

[Urgent Care Mend Burbank](#)
[Emergency Services](#)
[Glendale Memorial Hospital and Health Center](#)
[St. Joseph](#)

Car Rental

[Enterprise Rent-A-Car](#)
[Hertz](#)
[Avis Car Rental](#)

San Diego

Grocery Stores

[Ralphs](#)
[Northgate Market](#)
[Walmart Neighborhood Market](#)

Stores to Buy Furniture

[Target](#)
[Walmart](#)
[Ikea](#)

Shopping Centers

[Fashion Valley](#)
[Westfield Horton Plaza](#)

Banks

[Chase Bank](#)
[Wells Fargo](#)
[U.S. Bank](#)

Cell Phone Services

[Sprint](#)
[T-Mobile](#)
[Verizon](#)

Hotels

[Extended Stay America](#)
[Courtyard by Marriott](#)
[Holiday Inn Express](#)

Pharmacies

[Walgreens](#)
[CVS](#)

Mailing/ Shipping Services

[UPS](#)

[Fedex](#)

Health Services

[Urgent Care & More](#)

[Kaiser Permanente San Diego Medical Center \(Emergency Department\)](#)

Car Rental

[Enterprise Rent-A-Car](#)

[Hertz](#)

[Avis Car Rental](#)

THINGS TO DO

LOS ANGELES

[Disneyland](#)
[Griffith Observatory](#)
[Universal Studios Hollywood](#)
[Los Angeles County Museum of Art](#)
[Santa Monica Pier](#)
[Venice Beach](#)
[Dodger Stadium](#)
[Hollywood Sign Hike](#)
[Grauman's Chinese Theatre](#)
[Rodeo Drive](#)

Ethnic Neighborhoods in Los Angeles

Los Angeles is one of the most diverse cities in the world, making it a great place for international students to spend their time abroad. Many international students can find areas in Los Angeles that will remind them of home. Eight of these ethnic neighborhoods include:

[Chinatown](#)
[Olvera Street](#)
[Koreatown](#)
[Little Tokyo](#)
[Little Armenia](#)
[Thai Town](#)
[Little Ethiopia](#)
[Historic Filipinotown](#)

For more information, please visit the following [website](#).

SAN DIEGO

[Balboa Park](#)
[San Diego Zoo](#)
[Gaslamp Quarter](#)
[Mission Beach](#)
[La Jolla Cove](#)
[Old Town, San Diego](#)
[USS Midway Museum](#)