



**FREQUENTLY ASKED QUESTIONS
(FOR THE TRADITIONAL DAY/EVENING UNDERGRADUATE STUDENT)
Summer 2021**

Q. *When is my tuition due?*

A. Payment in full and/or payment arrangements for summer 2021 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 or by mail. We accept check, wire-transfer or ACH, credit/debit card (MasterCard®, Visa®, American Express®)

Q. *What if I can't pay my tuition in full by the payment due date?*

A. The Business Office offers a deferred payment plan to students who are unable to pay their tuition in full on the due date. 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.*

A. If contract is signed on or before April 23 If contract is signed after April 23

April 23, 2021	34%	N/A
May 21, 2021	33%	67%
June 18, 2021	33%	33%

. Late payment fees will be assessed if payments are not made on time.

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. *Are there any penalties for dropping a Super Session class?*

A. All Super Session classes must be dropped the Friday before the class begins. No refund or credit will be given if dropped after.

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

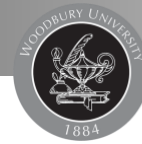
A. You may add or drop courses during the first week for a 100% refund less a \$100.00 administration fee.

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

A. During week two you will be charged 50% of your tuition and fees and 75% during week three. There will also be a \$100.00 administration fee assessed. If you withdraw from all classes after week three 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. If you have a credit balance on your account you will receive a refund. We have partnered with Heartland ECSI and will process all student refunds utilizing their service. You will receive an email from them with instructions on how to set up an account and receive your refund. You can always check your self-service account to review your balance details and verify if you have a credit.



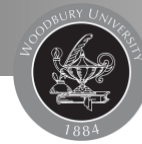
WOODBURY

UNIVERSITY

founded in 1884

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.



WOODBURY
UNIVERSITY
founded in 1884

1.818.252.5243

Check us out online @ www.woodbury.edu
7500 North Glenoaks Boulevard, Burbank CA 91504