

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

**Q. *When is my tuition due?***

**A.** Payment in full and/or payment arrangements for Fall 2021 are due upon assessment of your billing charges 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, with a credit or debit card, we also accept payments by wire transfer, ACH or check payments by mail. **Please note that all international students must pay their tuition and fees in full prior to the start of the Fall 2021 semester. Please contact our office if you need to discuss your payment options.**

**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.***

**A.** If contract is signed before July 30                      If contract is signed after July 30

July 30, 2021	25%	N/A
August 27, 2021	25%	50%
September 24, 2021	25%	25%
October 22, 2021	25%	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 <https://clients.garnett-powers.com/univ/woodbury/> by **September 10, 2021** after which **no waivers will be accepted and no refunds of premiums will be made. The waiver portal opens on July 23, 2021.**

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

**A.** The Health Insurance Premium for Fall 2021 is 961.00.

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

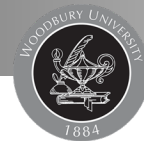
**A.** It is the student's responsibility to formally drop or withdraw from any classes through the Registrar's Office. In addition, there will be a \$150.00 no-show fee assessed to the student's account if an instructor notifies the Registrar's Office of non-attendance during the first week of the semester.

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

**A.** Yes, you may drop all courses during the first two weeks of the semester 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. 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.

**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.