

**FREQUENTLY ASKED QUESTIONS  
(FOR THE TRADITIONAL DAY/EVENING UNDERGRADUATE STUDENT)  
Spring 2025**

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

**A.** Payment in full and/or payment arrangements for Spring 2025 are due upon assessment and no later than the first day of school on Monday January 13, 2025.

**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 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? Once contract is signed, the student is responsible to make their payments accordingly. See table. Student must be registered into classes to sign a Deferred Payment Contract.***

**A.** If contract is signed on or before Dec 20      If contract is signed & returned after Dec 20

December 20, 2024	25%	N/A
January 17, 2025	25%	50%
February 14, 2025	25%	25%
March 14, 2025	25%	25%

\* Late payment fees will be assessed if payments are not made on time or are not paid in full as stated on your contract.

**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 **Friday January 24, 2025** after which no waivers will be accepted and no refunds of premiums will be made. \* Please note that if a claim is made under the insurance prior to waiving, the request for the waiver will not be accepted.



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

**A.** The Health Insurance Premium for Spring 2025 is \$1,375.00. It covers both Spring 2025 & Summer 2025.

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

**A.** No. 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 add or drop courses during the first two weeks for a 100% refund less a \$100.00 administration fee. **\*Non-attendance does not constitute dropping a class. You must contact the Registrar's Office if you wish to drop a class or classes.**

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

**A.** A withdrawal is different from dropping a class or classes. 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 and there is no refund for payments made. A withdrawal will show up on your transcript with the grade of "W".

**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.

**Q. How can I purchase a parking permit?**

**A.** Please visit <https://www.permitsales.net/WoodburyU>



# WOODBURY UNIVERSITY

FOUNDED IN 1884

## **Q. How can I purchase books?**

A. Please visit <https://woodbury.ecampus.com/>

### **For Wire Transfers:**

#### **Bank Name:**

Wells Fargo Bank, N.A.

#### **Bank Address:**

420 Montgomery Street  
San Francisco, CA 94104

#### **Bank Account Name:**

Woodbury University General

**Account Bank Account Number:** 4121820112

**Routing Number:** 121000248 (*Domestic wires only*)

**Swift Code:** WFBIUS6S (*International wires only*)

**Bank Telephone Number if any questions:** 1 (800) 289-3557

### **Business Office Contact Information**

- Location: Miller Hall, First Floor, Consolidated Service Center
- Business Hours: Monday – Friday, 8:00am – 5:00pm
- Email: [studentaccounts@woodbury.edu](mailto:studentaccounts@woodbury.edu)
- Phone: 818.525.5243
- Extended Hours for the first two weeks of each Fall and Spring semesters: Monday – Thursday from 8:00 am to 6:00 pm and Fridays from 8:00 am to 5:00 pm

