WOODBURY
UNIVERSITY
FOUNDED IN 1884

FREQUENTLY ASKED QUESTIONS
(FOR THE GRADUATE OR NON-TRADITIONAL STUDENT)
Summer 2024

Q. ***When is my tuition due?***
A. Payment is due at the time of assessment or no later than Friday of the first week of class.

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, by wire transfer, ACH or check payment by mail. We accept credit/debit card (MasterCard®, Visa®, and American Express®). Students enrolled in 16-week courses may be eligible for a deferred payment plan. If you receive tuition reimbursement from your employer, contact the Business Office.

Q. ***Will I be charged any fees if I drop all of my classes during the add/drop period?***
A. Yes, you will be charged an administration fee of $100.00.

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 75% of your tuition and fees plus a $100.00 administration fee. If you withdraw from all classes after week two you will be charged 100% of the tuition and fees.

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 they register for. You must notify the Registrar's Office of any changes to your schedule. 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. ***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 Grad (PLUS) Loan caused my account to have a credit balance?***
A. If you are receiving a Grad (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 a check will be mailed to the parent.

Q. Where can I purchase a parking permit?
A. Please visit https://www.permitsales.net/WoodburyU

Q. How can I purchase books?
A. Please visit https://woodbury.ecampus.com/

Q. How can I contact the Business Office if I have questions concerning my General Student Statement?
A. You may contact the Business Office by email at studentaccounts@woodbury.edu or call us at 818.252.5243

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

WOODBURY
UNIVERSITY
FOUNDED IN 1884

Business Office Contact Information

- Location: Miller Hall, First Floor, Consolidated Service Center
- Business Hours: Monday – Friday, 8:00am – 5:00pm
- Email: 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