

# Payment Plan and Agreement

## [Fall 2024]



### PAYMENT PLAN AND AGREEMENT / PRE-AUTHORIZED PAYMENT PLAN AND AGREEMENT

Review and sign the Payment Plan and Agreement / Pre-Authorized Payment Plan and Agreement before the first payment due date.

### PAYMENT METHODS

#### By Mail

- » When submitting payments by mail, please allow extra time for your payment to arrive by the 1st of the month.
- » Payment by check, cashier's check, or money order must be mailed to: (Pay to the **Washington University of Virginia**)  
Washington University of Virginia-Finance Office  
4300 Evergreen Lane #205  
Annandale, VA 22003

#### By Online

- » Payments by Credit/Debit Card via My.wuv.edu (by yourself)
  - \* Students can pay their tuition through **my.wuv.edu** via Credit/Debit card. **Please read 'How to pay with MyWUV Account'**.  
If you need to pay more than three times separately, or your card has declined more than two times, Please get in touch with the Finance office. Your bank or card company may charge the fee. Contact Email: **student-accounts@wuv.edu** / Phone: **703-333-5904 (ext222,223)**
  - \* Student's tuition balance can be found in **Invoices & Receipts** on the MyWUV Student Portal site at **Receipts**.

#### Recurring Payment Plan by Credit/Debit Card

- \* Recurring payment set up through your Credit/Debit card should be arranged before the 1st payment, to ensure payment is received by the due date and the Pre-Authorized Payment Plan and Agreement form is required.
- \* This is to inform you that there may be a secondary or tertiary automatic payment due to changes in **tuition balance**.
- \* If payments are made by credit/debit of sponsor or employer, the Pre-Authorized Payment Plan and Agreement section is required.
- \* If there is a change tuition balance in the student account after the Add/Drop period, the amount of Recurring may be changed due to the change tuition balance in the student account, and this amount may be additionally paid and refunded.

#### Pay by E-Check (ACH Payment)

- » Students can pay via electronic check directly from your bank account
  - \*\* Depending on the bank, the payment can take about 5 business days.  
(Please complete the Student ACH Authorization section on the Payment Authorization Plan Form)

#### In Person (When the office is open)

- » Payment by check, cashier's check, or money order and Cash

### INSTALLMENT PLAN

**Full Payment** Date: \_\_\_\_\_

#### **Installment Plan**

**Plan 1** 4/01/2024 ~ 8/02/2024 \*Installment fee waived for the plan 1 ONLY\*

- 1st Due on **8/2/2024** \$1,050.00 + Fees  
\$750\_ All registered students enrolled in D.Min + Fees  
\$800\_ All registered students enrolled in M.Div + Fees  
Part Time Student: 35% of tuition + Fees
- 2nd Due on **9/3/2024** 50% of Remaining Balance  
Students eligible for scholarship will be adjusted before the second payment date after the Add & Drop period.
- 3rd Due on **10/3/2024** Remaining Balance

**Plan 2** 4/01/2024 ~ 8/16/2024

- 1st Due on **8/16/2024** \$1,050.00 + \$20 Installment Plan Fee + Fees  
\$750\_ All registered students enrolled in D.Min + Fees  
\$800\_ All registered students enrolled in M.Div + Fees  
Part Time Student: 35% + \$20 Installment Plan Fee + Fees
- 2nd Due on **9/3/2024** 50% of Remaining Balance  
Students eligible for scholarship will be adjusted before the second payment date after the Add & Drop period.
- 3rd Due on **10/3/2024** Remaining Balance

- » This is to inform you that the tuition balance for students may be adjusted after the Add/Drop period.
- » Those eligible for scholarships, excluding those eligible for scholarships who have been fully paid tuition fees, want to inform students that scholarships will be applied before the date of payment of the second tuition fee after the start of the semester.
- » Applicants for scholarships can adjust tuition fees when the application is rejected and can collect tuition fees automatically other than the amount before the adjustment.
- » This is to inform you that all scholarship application forms must be sent **before the opening of the semester. (8/19/2024)**
- » WUV will charge all students enrolled in the installment plan with an exception of Plan 1 \$20 installment fee.

# Payment Plan and Agreement

## [Fall 2024]



WASHINGTON UNIVERSITY of VIRGINIA

### LATE PAYMENTS AND OTHER FEES / FINANCE CHARGES (Catalog 30-31)

- » Payment in full must be received **before the close of the business** on the due date to avoid a late fee.
- » Installment fee-\$20 installment fee is charged each semester for all students enrolled in the installment plan with the exception of Plan 1.
- » **Late Registration fee-** Students who make the registration fee for the **Fall Semester 2024 after 5/10/2024** will be charged a **late fee of \$50**.
- » **Late tuition payment fee-**Students who make the first payment between the start date of the semester and the last day of add/drop period will be charged a late fee of \$50, and payments made after add/drop period will be charged a late fee of \$100.
- » **Late installment late fee-**Accounts will be subject to a \$20 installment late fee and financial restriction for each late payment or any payment that does not cover the installment amount in full.
- » **Declined, Void, Returned Processing Fee-**If payments are made by Credit/Debit Card, Check, or E-Check, there is a \$35.00 fee for each check returned, card **declined, and** void check or transaction due to non-sufficient funds or stop-payment.
- » Installment payment plan will be canceled if the student is unable to make payments on your installment plan day.  
(Student must contact the Student Account and make re-payment plan)
- » If you do not make the 3rd payment without the 2nd payment, we will notify you after 15 days, and 6% of the remaining balance will be charged 30 days after the 3rd payment due date.

### REFUND AND CANCELLATION POLICY

WUV follows the minimum refund policy for a school that financially obligates the student for a semester, which is set by the State Council of Higher Education for Virginia (SCHEV) 8 VAC 40-31-160 (N) (6). Full refunds, minus the non-refundable registration fee (\$100), will be made up to 72 hours after midnight of the date of acceptance. WUV will issue a refund to the original method of payment used at time of paying tuition by students. Direct Deposit (ACH): All refunds will be made within 15 business days from the official notification of withdrawal. Credit Card Payments: If you paid your tuition with a credit card, it will be refunded to the credit card used for the original payment. Verify Your Information: Students are responsible for notifying WUV of their latest information, including their mailing address, name, and financial information. If the refund process is unsuccessful or declined due to incorrect information provided by the student, WUV may impose fees associated with such returns or declines, and WUV will not take any responsibility for them. Other refunds are based on the following schedule:

1. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
2. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
3. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
4. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund. All refunds will be made within 15 business days from the official notification of withdrawal.
5. Refund Check will be issued within 15 days from the requested date and it must be deposited within 30 days from the issued date.

#### Add & Drop Refund

A student who withdraws during the add/drop period shall be entitled to a 100% of tuition refund for the period.

#### Cancellation Refund

WUV shall provide three business days, excluding weekends and holidays, during which a student applicant may cancel their enrollment without financial obligation other than the nonrefundable fee.

#### Nonrefund Fee

University requires the payment of a nonrefundable registration fee of \$100 for a full-time student, regardless of degree level. For part-time students, a nonrefundable registration fee of \$25 for an undergraduate program or \$35 for a graduate program is required, per three-credit class. One credit class requires \$15 for a nonrefundable registration fee, regardless of program level.

### CHECK REPLACEMENT/ACH REJECT POLICY

**Administrative Fee** The \$35 administrative fee will be deducted from the original check amount as follows:

#### For Check Recipients:

- \*The student believes the check was lost or stolen
- \*The student's bank declares the check was non-negotiable. (torn, stale-dated, void, name change, etc)
- \*The student who failed to update the latest personal information including address. Any change in personal information should be submitted to WUV in writing at least 10 business days prior to the check disbursement.

#### For Direct Deposit Recipients:

- \*The direct deposit transaction was rejected because the account number or routing number provided by the student was invalid
- \*The student's bank account information changed and they failed to notify the WUV of the change in their bank information. New information should be filled out in the ACH Authorization form at least 10 business days prior to the disbursement.
- \*The student's bank account was closed and the student failed to cancel their ACH authorization in writing by completing the ACH Cancellation Form and delivering it to the finance office at least 10 business days prior to the disbursement

I declare that the information contained on this form is complete and correct. I agree to the conditions of the Payment Plan agreement

**Student ID:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Upload the form through the website next to you and select the office where you have a Student Account <https://my.wuv.edu/stu/docs/send/office>  
If you have any questions or concerns about making payments with this form, please contact the student-accounts@wuv.edu or call 703-333-5904 (222, 223)

# Pre-Authorized Payment Plan and Agreement [Fall 2024]



The Pre-Authorized Payment Plan and Agreement is intended to help students pay the cost of their higher education during the academic year. There is no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll. Regarding to the payment itself, students are expected to adhere to the University's payment policies in the catalog in addition to this agreement. The catalog can be found at [www.wuv.edu/catalog](http://www.wuv.edu/catalog). If you wish to enroll in the Pre-Authorized Payment Plan and Agreement, please carefully read all the information provided and fill out this agreement. If you have further questions, contact [student-accounts@wuv.edu](mailto:student-accounts@wuv.edu).

**Please Complete the Information below**

## SECTION 1: PERSONAL DETAILS

[ Please mark one:  NEW  RESUBMISSION ]

Student ID	Name	
Program	E-mail	Contact Number

## SECTION 2: PAYMENT DETAILS

### 1. Select A Payment Plan

**Full Payment** Date: \_\_\_\_\_

**Installment Plan** (University requires the payment of a multi-installment fee of \$20 for the university to compensate additional efforts to maintain and process the multi-installment account. Installment plan dates and amounts are established and posted further in this agreement and school calendar.)

**[Full Time Student]**

**Plan 1** 1st Due on **8/2/2024** \$1,050.00 + Fees / Part Time Student: 35% of tuition + Fees  
 \$750\_ All registered students enrolled in D.Min + Fees  
 \$800\_ All registered student s enrolled in M.Div + Fees

2nd Due on **9/3/2024** 50% of Remaining Balance + Fees  
 Students eligible for scholarship will be adjusted before the second payment date after the Add & Drop period.

3rd Due on **10/3/2024** Remaining Balance + Fees

**Plan 2:** 1st Due on **8/16/2024** \$1,050.00 + \$20 Installment Plan Fee + Fees  
 \$750\_ All registered students enrolled in D.Min + Fees  
 \$800\_ All registered student s enrolled in M.Div + Fees  
 Part Time Student: 35% + \$20 Installment Plan Fee + Fees

2nd Due on **9/3/2024** 50% of Remaining Balance + Fees  
 Students eligible for scholarship will be adjusted before the second payment date after the Add & Drop period.

3rd Due on **10/3/2024** Remaining Balance + Fees

### 2. Select a Payment Method

**Cash** Memo: \_\_\_\_\_

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**Check** Owner of this Check:  Self  Other

1st: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

2nd: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

3rd: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

**Electronic Check (ACH Payment)**  Saving  Checking

Bank Name \_\_\_\_\_

Account Holder \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

\*There is a \$35.00 fee for each check returned or bounced due to non-sufficient funds or stop-payment.  
 \*If you are using someone else's check, we are going to need to have a copy of that person's government issued identification card, and a letter signed by that person indicating that they are authorizing you to use their check.

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**Credit/Debit Card** Owner of this Card:  Self  Other

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholders Name \_\_\_\_\_

Cardholders Signature \_\_\_\_\_

Memo \_\_\_\_\_

I understand that my information will be saved to for future transactions on my account.

**Self-pay through MyWUV**

\* Students can pay their tuition through my.wuv.edu via Credit/Debit card. Please read How to pay with MyWUV Account.  
 If you need to pay more than three times/three cards, or your card has declined more than two times, please contact the Finance Office.  
 your bank or card company may charge the fee.  
 Contact Email: [student-accounts@wuv.edu](mailto:student-accounts@wuv.edu) / Phone: 703-333-5904

\* When Self-Pay is selected, check your current balance in MyWUV and pay. Please refer to **How to check the remaining balance in MyWUV** for checking balance.

\* Please note that since a student can enroll in a full payment plan before the university has posted tuitions and fees to the student account, we will periodically rebalance the payment plan to match the student account balance when it changes. Automatic rebalancing makes sure student account balance will be paid in full by the end of the payment period\*

## SECTION 3: DELCARATION/ CONSENT

I declare that the information contained on this form is complete and correct. I agree to the conditions of the Pre-Authorized Payment Plan arrangement and I have read and understood the WUV Tuition and Fees Policy. I agree that the above information can be changed according to the university's circumstances and that it can be changed and applied without the student's consent.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Upload the form through the website next to you and select the office where you have a Student Account <https://my.wuv.edu/stu/docs/send/office>  
 If you have any questions or concerns about making payments with this form, please contact the [student-accounts@wuv.edu](mailto:student-accounts@wuv.edu) or call 703-333-5904 (222, 223)