

July 7, 2015

Welcome to Willamette University!

Congratulations on choosing Willamette University for your MBA education. We are confident you will find your Willamette MBA experience to be a rewarding and sound investment in your future, both professionally and personally.

This letter can answer some of your questions regarding billing and payment of tuition and fees for Willamette University's Early Career MBA and MBA for Career Change programs. In the future, the majority of communication regarding your student account will occur via e-mail.

#### **Health Insurance Requirement**

All U.S. and international Willamette Early Career/Career Change MBA students are required to carry health insurance. Willamette University automatically places enrolled students on a third party student health insurance policy.

Student health insurance is billed on a semester basis and will appear on your tuition and fees statement.

If you have coverage under another plan, you may be able to waive Willamette's student insurance plan. To access the waiver form and to learn more about Student Health Insurance please go to [www.willamette.edu/dept/health/insurance](http://www.willamette.edu/dept/health/insurance)

U.S. students with comparable coverage may complete an online waiver between July 20, 2015 and September 14, 2015.

International students should contact the Office of International Education, [oiadvicing@willamette.edu](mailto:oiadvicing@willamette.edu) for waiver information.

#### **Billing Process for Tuition and Fees**

While attending Willamette University, you will be billed each semester for tuition, fees and other incurred charges. You will receive your billing online through Bill+Payment, Willamette University's online billing and payment system. When the billing is posted, you will receive an e-mail notification at your university e-mail address.

The initial bills for fall and spring semester are posted on or around the 15<sup>th</sup> of the month in July and December, respectively. Payment for Fall Semester 2015 is due on August 24, 2015. Payment for Spring Semester 2016 is due on January 18, 2016. Unpaid tuition balances are subject to a \$50 late fee and a 1 percent monthly finance charge.

Additional information regarding the billing process and access to your electronic statement can be found at [www.willamette.edu/dept/studentaccounts/info\\_bill/](http://www.willamette.edu/dept/studentaccounts/info_bill/).

### **Payment Options**

The following payment options are available:

- 1) Bill+Payment – You can access Willamette’s online payment system and find instructions on how to make electronic payments at [www.willamette.edu/dept/studentaccounts/billing/](http://www.willamette.edu/dept/studentaccounts/billing/).
- 2) Mail (or in person) – You can pay by check through the mail or by coming to the Student Accounts window at Waller Hall. Make the check out to “Willamette University” and **write your name and student ID number on the check**. Mail the check to: Willamette University; Student Accounts Office; 900 State Street; Salem, Oregon 97301
- 3) Wire Transfer: You can wire funds in U.S. dollars from your bank to Willamette University. Please contact the Student Account Office at [student-accounts@willamette.edu](mailto:student-accounts@willamette.edu), or 503-375-5308, for wiring instructions.

OR:

You may make a payment through peerTransfer. Willamette University partners with peerTransfer to save international students money on exchange rates and bank fees. For more information please see <http://peertransfer.com/>.

- 4) Payment Plan – An alternative payment option is Willamette’s monthly payment plan. This payment plan is administered by Tuition Management Systems (TMS), a third party service provider. The plan is interest-free and offers students a program through which educational expenses for the year can be spread out over 8, 10 or 12 months. The only additional cost associated with this plan is an annual enrollment fee of \$75. Please call TMS at 1-800-722-4867 or visit their website at [www.afford.com/willamette](http://www.afford.com/willamette) for more information.

### **Direct deposit of student account refunds**

Students who are eligible for a student account refund check can sign up for direct deposit through WebAdvisor. Please note that international students are not eligible to sign up for direct deposit due to international ACH transaction rules. For more information about the student refund policy and how to sign up for direct deposit please visit the following web page: [www.willamette.edu/dept/studentaccounts/web\\_advisor](http://www.willamette.edu/dept/studentaccounts/web_advisor).

We hope this information has been helpful for you. If you have any questions regarding this letter please call the Student Accounts Office at (503) 375-5308 or email us at [student-accounts@willamette.edu](mailto:student-accounts@willamette.edu).

If you have questions regarding loans that you will receive while attending Willamette University, please call the Financial Aid office at (503) 370-6273 or email [gradaid@willamette.edu](mailto:gradaid@willamette.edu).

Again, our sincere congratulations on choosing Willamette University for you MBA education!

Sincerely,

*Kirk Rutledge*

Kirk Rutledge  
Director of Student Accounts