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 domestic Willamette Early Career MBA and MBA for Career Change students who are enrolled for four and one half or more credits of course work are required to carry health insurance. In addition, all international students are required to carry health insurance. Willamette University automatically places U.S. students enrolled half time or more and all international 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. Domestic students with comparable coverage may complete an online waiver between July 16, 2012 and October 1, 2012. International students may complete an online waiver between July 16, 2012 and September 7, 2012. In order to access the waiver and to learn more about Student Health Insurance please go to [www.willamette.edu/dept/health/insurance](http://www.willamette.edu/dept/health/insurance).

**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 electronically through Willamette University’s electronic billing and payment system, known as QuikPAY. 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 15th of the month in July and December, respectively. Payment for Fall Semester 2012 is due on August 20, 2012. Payment for Spring Semester 2013 is due on January 14, 2013. 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 Willamette’s Billing and Payment FAQ web page at: [http://www.willamette.edu/dept/studentaccounts/quikpay](http://www.willamette.edu/dept/studentaccounts/quikpay).

**Payment Options**
The following payment options are available:

1) QuickPAY – You can access Willamette’s online payment system and find instructions on how to make electronic payments at [www.willamette.edu/dept/studentaccounts/quikpay](http://www.willamette.edu/dept/studentaccounts/quikpay).
2) Mail (or in person) – You can pay by check through the mail or by coming to the cashier’s 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.
Bank Name/Address: Wells Fargo Bank
420 Montgomery Street
San Francisco, CA 94104
Routing Number (ABA): 121000248
SWIFT Code: WFIUS6WFX (for international wires only)
Account Name: Willamette University
Account Number: 4159599240
Reference Area: Write your Name and your Willamette ID number

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 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.

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. 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

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

Sincerely,

Jon Anderson
Assistant Controller