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 and Career Change MBA program. In the future, the majority of communication regarding your student account will occur via email.

**Health Insurance Requirement**

All Willamette Early Career and Career Change MBA students are automatically enrolled and charged for the Willamette Student Health Insurance Policy every academic year. Student health insurance is billed on a semester basis and will appear on your tuition and fee statement.

Insurance enrollment and insurance waivers for eligible students apply for the entire 2016-2017 policy year. **Students who waive/enroll Fall 2016 semester are choosing to waive/enroll for both Fall and Spring Semester** (if eligible both Fall and Spring semester based on credit requirements). **The opportunity to waive/enroll will not be provided again in Spring 2017 semester; Spring open enrollment and waiver period is only applicable to new incoming students or students NOT enrolled Fall 2016 semester. Late enrollment or waiver requests will not be accepted, no exceptions.**

If you have comparable coverage under a different insurance company, you may be able to waive the Willamette Student Health Insurance Plan. To access the waiver form and to learn more about the Willamette Student Health Insurance please go to [http://willamette.edu/offices/health/insurance/index.html](http://willamette.edu/offices/health/insurance/index.html)

Domestic students with comparable coverage may submit an online waiver between July 25, 2016 and September 12, 2016 (5:00 p.m.).

International students should contact the Office of International Education, oieadvising@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 email 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 2016 is due on August 22, 2016. Payment for Spring Semester 2017 is due on January 16, 2017. 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 [http://willamette.edu/offices/studentaccounts/info_bill/](http://willamette.edu/offices/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 http://willamette.edu/offices/studentaccounts/info_bill/

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) International students may make a payment through flywire by peerTransfer. Willamette University partners with flywire to save international students money on exchange rates and bank fees. For more information please see https://www.flywire.com/

OR

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, or 503-375-5308, for wiring instructions.

4) Payment Plan – An alternative payment option is Willamette’s monthly payment plan. Payment plans for fall semester are available for enrollment in July once fall semester charges have been posted. Spring plans will become available in December as soon as spring charges are posted. Each semester you will have the choice of setting up a payment plan of 5, 4, or 3 payments, with the final payment for each on being due in time to register for the following semester.

The enrollment fee is $30 per semester for a total of $60 for the year. There are no finance charges, however a $50 fee is incurred for late payments.

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: http://willamette.edu/offices/studentaccounts/web_advisor/index.html

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,

Kirk Rutledge
Director of Student Accounts