

WHITWORTH UNIVERSITY 2024-25

# BILLING & PAYMENT GUIDE

› INTERNATIONAL STUDENTS



WHITWORTH  
UNIVERSITY

The student financial services team is dedicated to supporting students and families during the 2024-25 academic year! We are a committed team of professionals who will walk beside you as you secure all of your available financial aid sources and navigate the billing process.

We have created this guide to provide you an overview of the key information, dates and resources related to managing your Whitworth student account. We are also available throughout the summer from 9 a.m. to 4 p.m. Pacific Daylight Time (PDT) weekdays.

**Billing and Payment Plans:** 509.777.4203 or Rebecca Walker at [rwalker@whitworth.edu](mailto:rwalker@whitworth.edu)

**Financial Aid:** 509.777.3490 or Anna Nelson at [anelson@whitworth.edu](mailto:anelson@whitworth.edu)

Go Pirates!

**Traci Spoon Stensland**  
Assistant Vice President,  
Student Financial Services

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## ASSIGNING A PROXY

We highly encourage you to assign a parent, guardian or spouse as a proxy who will have permission to view your student financial account and financial aid information. In addition, your designated proxies will receive billing communications. *Please note the Family Educational Rights and Privacy Act does not allow our staff to speak to anyone who isn't an assigned proxy about a student's finances or academics. Learn more about FERPA at [www.whitworth.edu/ferpa](http://www.whitworth.edu/ferpa).*

### STEPS FOR A STUDENT TO ASSIGN A PROXY:

1. Go to Pirate Port and select "Self-Service."
2. Log in with your Whitworth credentials.
3. Select "User Options" on the left side of the page, and click "View/Add Proxy Access."
4. Select a proxy by expanding the drop-down menu.
5. Search and find the person you wish to give access to your Whitworth academic and financial information. If you want to provide access to an individual not listed on this page or in the "Select a Proxy" menu, please email [updates@whitworth.edu](mailto:updates@whitworth.edu) with the person's name, mailing address, email address, phone number and relationship to you.
6. Select the type of information you want to release to your proxy.
7. Save by selecting the save icon. Once you have completed these steps, your proxy will receive a username and password in an email from the registrar's office.

# STEPS FOR THE PROXY TO COMPLETE:

- 1. Log in to Self-Service with the information sent by the registrar.
- 2. Select the student’s name.
- 3. You have the option to proceed as yourself or as the person who authorized the proxy access. Please choose the latter option to see the same view as the student. Proxies only have access to the information granted by the student.

# CHANGING PROXY ACCESS:

If you wish to adjust the access given to your proxy or add/remove a proxy, you can do this anytime by using “View/Add Proxy Access” in the Self-Service portal.

# COST AND PAYMENT INFORMATION

## NINE-MONTH ESTIMATED BUDGET FOR 2024-25

WHITWORTH COSTS	TUITION	MANDATORY FEES*	ROOM & MEALS
On Campus	\$51,500	\$1,380	\$14,300
Off Campus	\$51,500	\$1,380	**

\*Total mandatory fees include ASWU (\$300), Wellness (\$315), Technology & Campus Facility (\$635) and Accident Insurance (\$130).

\*\*On-campus room and meals are based on a shared double room with the maximum meal plan. Other estimated costs are based on survey information. Your budget may vary.

OTHER ESTIMATED COSTS	ROOM & MEALS	BOOKS & SUPPLIES	TRANSPOR- TATION	PERSONAL EXPENSES	HEALTH INSURANCE*
On Campus	See above	\$528	\$2,976	\$1,845	\$1,400
Off Campus without Sponsor	\$10,647	\$528	\$4,104	\$1,845	\$1,400
Off Campus with Sponsor	\$3,519	\$528	\$3,888	\$1,845	\$1,400

\*Mandatory health insurance is \$1,400 for all international students. Annual amount is charged all in the fall.

# 2024-25 BILLING TIMELINE

Below is an overview of the billing timeline for the upcoming academic year.

## FALL TERM 2024

- ☐ **May/June** – Complete your financial aid file with any required documents. Missing documents are listed in the Self-Service portal.
- ☐ **End of June** – Review the **Whitworth Billing & Payment Guide**.
- ☐ **Early July** – Watch your Whitworth email account for your **Billing Communication Email**.
- ☐ **July** – **Review your charges and financial aid.**
  - **Determine if and how much of a balance is owed.**  
*(Please note students taking more than 16 credits will be charged overload fees after the 10th day of the semester. Further, international students are required to register for 12 credits each semester per their visa requirements. Both of these situations require the student and/or proxy to consult with their student account representative to ensure payments cover all additional charges.)*
- ☐ **July-Aug. 9** – Arrange for the balance due to be covered (review the “Tools to Pay the Balance Due” list on Pages 8-10):

## FOR NEW WHITWORTH STUDENTS:

- ☐ **Aug. 9** – A \$4,000 payment is due. Please note that if this first payment is not received by the deadline, your Form I-20 will be canceled, which will make you ineligible to travel to the U.S.
- ☐ **Sept. 9** – The remaining balance must be paid in full or a Transact payment plan must be established by this date. It is important to not set up this payment plan until after Aug. 15. Monthly payments are due by the 15th of each month, and the entire balance paid by Nov. 15. Monthly payment plan failures will result in your account being placed on **HOLD** and the assessment of late fees.

## FOR RETURNING/ESTABLISHED WHITWORTH STUDENTS:

- ☐ **Aug. 9** – Arrange for the balance due to be covered (review the “Tools to Pay the Balance Due” list on Pages 8-10):
  - › Pay in full
- OR**
- › Pay 25 percent of the balance owed by Aug. 9 AND establish a Transact payment plan by Sept. 9 for the remaining balance, with monthly payments made by the 15th of each month and the entire balance paid by Nov. 15. It is important to not set up this payment plan until after Aug. 15. Monthly payment plan failures will result in your account being put on **HOLD** and the assessment of late fees.
- OR**
- › Establish a Transact four-month payment plan by Aug. 9. The first payment of 25 percent of the balance is due by Aug. 15, subsequent monthly payments are due by the 15th, and the balance must be paid in full by Nov. 15. Monthly payment plan failures will result in your account being put on **HOLD** and the assessment of late fees.

## SPRING TERM 2025

- ❑ **November/December** – Students starting in the spring should complete their financial aid file with any required documents.
- ❑ **December** – Review the **Whitworth Billing & Payment Guide**.
- ❑ **Early January** – Watch your Whitworth email account for your **Billing Communication Email**.
- ❑ **January – Review your charges and financial aid.**
  - **Determine if and how much of a balance is owed.**  
*(Please note students taking more than 16 credits will be charged overload fees after the 10th day of the semester. Further, international students are required to register for 12 credits each semester per their visa requirements. Both of these situations require the student and/or proxy to consult with their student account representative to ensure payments cover all additional charges.)*
- ❑ **January-Feb. 10** – Arrange for the balance due to be covered (review the “Tools to Pay the Balance Due” list on Pages 8-10):

### FOR ALL STUDENTS:

› Pay in full by **Feb. 10**

**OR**

› Pay 25 percent of the balance owed by Feb. 10 AND establish a Transact payment plan by March 10 for the remaining balance, with monthly payments made by the 15th of each month and the entire balance paid by May 15. It is important to not set up this payment plan until after Feb. 15. Monthly payment plan failures will result in your account being put on **HOLD** and the assessment of late fees.

**OR**

› Establish a Transact four-month payment plan by Feb. 10. The first payment of 25 percent of the balance is due by Feb. 15, subsequent monthly payments are due by the 15th, and the balance must be paid in full by May 15. Monthly payment plan failures will result in your account being put on **HOLD** and the assessment of late fees.

# 2024-25 COST WORKSHEET

## INTERNATIONAL STUDENTS

**(A) DIRECT COSTS BILLED BY WHITWORTH**

Tuition	\$51,500
Fees*	\$1,380
Room & Meals (est.)	\$14,300
<b>(A) TOTAL</b>	<b>\$67,180</b>

**(B) FINANCIAL AID**

Grants	\$ _____
Scholarships	\$ _____
<b>(B) TOTAL</b>	<b>\$ _____</b>

*On-Campus/Double Occupancy Room Rate (\$7,800) + Pirate Platinum/Gold Meal Plan (\$6,500) = \$14,300*
[www.whitworth.edu/meal-plan-changes](http://www.whitworth.edu/meal-plan-changes)

\*Fees include ASWU (\$300), Wellness (\$315), Technology & Campus Facility (\$635), Accident Insurance (\$130).

**(C) COSTS BILLED BY WHITWORTH - FINANCIAL AID = ANNUAL ESTIMATED AMOUNT OWED**

**(A)** \_\_\_\_\_ **- (B)** \_\_\_\_\_ **= (C)** \_\_\_\_\_

**PER SEMESTER CALCULATION**

Take the annual amount owed **(C)** and divide it by two to determine the amount owed per semester.

**FALL SEMESTER AMOUNT (C)** \_\_\_\_\_ **plus mandatory health insurance estimated at \$1,400 (billed in fall) equals total owed for fall semester: \$** \_\_\_\_\_.

**SPRING SEMESTER AMOUNT (C)** \_\_\_\_\_ **plus Jan Term Fee of \$385 (1-5 credits; Jan Term optional) equals total owed for spring semester: \$** \_\_\_\_\_.

***Please note:*** Students need to be aware of and financially prepared for four years of study, potential international travel home, and expenses (e.g., housing and food) incurred during school breaks, as well as annual increases in tuition, fees, and room and meal costs.

### OTHER RESOURCES TO HELP COVER THE GAP

Parent Savings

\$ \_\_\_\_\_

Student Savings/  
Graduation Money

\$ \_\_\_\_\_

Estimated On-Campus Work

\$ \_\_\_\_\_

All outside scholarships must be reported to the Whitworth Financial Aid Office. To report outside scholarships online, visit [www.whitworth.edu/outside-scholarship-report](http://www.whitworth.edu/outside-scholarship-report).

Your financial aid counselor is ready to answer your questions:  
 509.777.3215 or [finaid@whitworth.edu](mailto:finaid@whitworth.edu)

# MONTHLY BILLING COMMUNICATIONS

Around the 10th of each month, you will receive a communication to your Whitworth email account prompting you to review your student account in Self-Service. Your monthly statement of account shows current charges and payments. Please review it carefully for accuracy.

Here are the steps to access and understand your Student Account Statement:

- 1. Log in to Self-Service from Pirate Port.
- 2. Click on “Student Finance.”
- 3. Click “Account Activity.”
- 4. Choose “2024 Fall Semester” or “2025 Spring Semester.”
- 5. Click “View Statement.”

At this point, you should be viewing your Student Account Statment in PDF format. To help you understand your statement, we ask that you review the following webpage:

[www.whitworth.edu/account-statement](http://www.whitworth.edu/account-statement).

## LATE FEES

Starting the second month of each semester (October in the fall semester and March in spring semester), outstanding balances not covered by a payment plan are subject to late fees. Late fees will be billed the 10th of each month. Accounts with balances greater than \$500 will be placed on HOLD. No administrative actions can occur when an account is on hold, such as adding/dropping classes or registering for classes.

Whitworth assesses late fees based on the following schedule:

BALANCE	MONTHLY LATE FEE
\$501-\$1,000	\$25
\$1,001-\$5,000	\$50
\$5,001-\$10,000	\$100
>\$10,001	\$200

# TOOLS TO PAY THE BALANCE DUE

**Students WILL NOT be allowed to start fall semester classes unless ONE of the following actions is completed:**

1. The balance due for the semester is paid in full by **Aug. 9 (fall)** and **Feb. 10 (spring)**.

**OR**

2. A payment plan for the balance due has been established and the first payment is made by **Aug. 9 (fall)** or **Feb. 10 (spring)**. Monthly payments are due by the 15th of each month. Fall balances must be paid in full by Nov. 15, and spring balances must be paid in full by May 15.

## MAKE A PAYMENT

Make a personal payment in part or in full by visiting [www.whitworth.edu/payment](http://www.whitworth.edu/payment).

» **Flywire transfers** can be initiated through Transact or you can use the **Flywire Portal**. This allows payments in most currencies.

» **Wire transfers**

To process a wire transfer to Whitworth's bank account, please provide the following information to your bank. Please note, the payee is responsible for all bank fees that may be charged for this transaction.

Account Number: 4940479827  
ABA Routing Number: 121000248  
Wells Fargo Bank  
601 W First Ave Ste 900  
Spokane, WA 99201  
International Swift Code: WFBIUS6S

Whether you are paying by wire transfer or by Flywire, please be sure to include **your name and Whitworth ID number** on the information so we know who the payment is for. You can find your ID number in your Whitworth account and on your admission and award letters.

» U.S. bank accounts can be used to make payments, and incoming students will have the opportunity to establish an account once they arrive to campus for Orientation. Payments due after the Aug. 9 deadline can be made with newly established U.S. bank accounts.

These are some banks close to the Whitworth campus:

**Umpqua Bank**

10406 N. Division St., Spokane, WA 99218  
509.468.3740

**Chase Bank**

12120 N. Division St. Suite A, Spokane, WA 99218  
509.358.4160

**Wells Fargo Bank**

9405 N. Newport Hwy Suite 300, Spokane, WA 99218  
509.904.1860

**U.S. Bank**

7307 N. Division St. Suite 101, Spokane, WA 99208  
509.464.8150



## SEMESTER PAYMENT PLAN THROUGH TRANSACT

Whitworth offers an **interest-free** monthly payment plan through our partner, Transact Campus. The plan costs \$50 per semester, and the enrollment fee is due at the time the plan is set up. You can set up a payment plan with a debit card, credit card or e-check. Plans established with international cards will have a 4.25 percent processing fee per payment. Plans established with international cards with U.S. cards have a 2.85 percent processing fee per payment. Plans established with a U.S. checking or savings account will have a flat fee of \$0.45 per payment.

Payment plans must be established each semester and do not roll over from one semester to another. Students wishing to pay their bill with a payment plan for the entire 2024-25 academic year must enroll in a new plan each semester.

Student account changes and revisions to financial aid resources (increases or decreases) will impact the amounts owed through the monthly payment plan. Payment plan increases will require that you consolidate the additional amount into the plan through Transact or pay this amount independently, while payment plan decreases will automatically decrease the payment plan payment amounts. Thus, if you receive a revision to your financial aid and you are on a payment plan, it is important that you recognize your payments may need to increase or decrease accordingly.

### STEPS TO ESTABLISH A SEMESTER PAYMENT PLAN (STUDENT)

1. Go to Pirate Port and select "Self-Service."
2. Log in with your Whitworth credentials.
3. Click on "Student Finance."
4. Select "Transact (Current Students)" under the helpful links.
5. Click on "Payment Plans" on the main menu screen.
6. Click on the "View Payment Plan Options" button, and follow the instructions to complete enrollment.

### STEPS TO ESTABLISH A SEMESTER PAYMENT PLAN (AUTHORIZED PAYER)

1. Go to Pirate Port and select "Self-Service."
2. Instruct student to log in with their Whitworth credentials.
3. Click on "Student Finance."
4. Select "Transact (Current Students)" under the helpful links.
5. Click on "My Account" on the main menu screen.
6. Select "send a payer invitation" and complete the required information on the page.
7. Go to Pirate Port and select "Self-Service."
8. Log in with proxy login credentials sent from the registrar.
9. Select the student's name.
  - › You have the option to proceed as yourself or as the person who authorized the proxy access. Please choose the latter option to see the same view as the student. Proxies only have access to the information granted by the student.
10. Click on "Student Finance."
11. Select "Transact (Authorized Payer)" under the helpful links.

12. Enter the authorized payer login information emailed to you by Transact.
13. Click on “Payment Plans” on the main menu screen.
14. Click on the “View Payment Plan Options” button and follow the instructions to complete enrollment.

## FINANCIAL AID

If you are receiving financial aid and plan to use it to cover part or all of your charges, please make sure you have completed your financial aid file. Review your **Required Document** checklist in Self-Service via Pirate Port, select “Financial Aid,” and complete any processes and/or documents that might delay your financial aid. Only aid that is finalized will be used to offset charges.

## OUTSIDE SCHOLARSHIPS

If you have been awarded scholarships from private donors or organizations, please use the **Outside Scholarship Report** form to report them online:

[www.whitworth.edu/outside-scholarship-report](http://www.whitworth.edu/outside-scholarship-report).

We want to have these resources reflected in your financial aid offer as soon as possible so they reduce any outstanding balance and so your payment plan, if applicable, is calculated correctly.

# CERTIFICATE OF FINANCIAL RESPONSIBILITY

Upon enrollment, students will complete a **Certificate of Financial Responsibility** that outlines the financial commitment and responsibilities of being a student at Whitworth.

# IMPORTANT DATES

Students should be aware of key dates related to refunds and grades each semester.

## TUITION AND HOUSING REFUND SCHEDULE FOR FALL 2024 AND SPRING 2025

WEEK	REFUND	CHARGE	FALL 2024 WEEKLY START DATES	SPRING 2025 WEEKLY START DATES
1	100%	0%	Sept. 10	Feb. 5
2	100%	0%	Sept. 17	Feb. 12
3	75%	25%	Sept. 24	Feb. 19
4	50%	50%	Oct. 1	Feb. 26
5	25%	75%	Oct. 8	March 5
6 +	0%	100%		

## TUITION REFUND SCHEDULE FOR JAN TERM 2025

Students withdrawing from classes by Jan. 6 are eligible for a 100 percent refund of the Jan Term fee. Jan. 6 is the last day to drop without receiving a “W.”

## ACADEMIC DEADLINES FOR GRADES

	FALL 2024	SPRING 2025
Last day to drop/add course without instructor and advisor approval	Sept. 10	Feb. 5
No grade assigned to full semester courses dropped by	Sept. 17	Feb. 12
W grade from	Sept. 18-Nov. 5	Feb. 12-April 2
WF grade	Nov. 6	April 3
No courses may be added after	Sept. 17	Feb. 12

## REGISTRATION

Pre-registration for Jan, Spring, Summer 2025	Nov. 4
Pre-registration for Fall 2025	April 12

***Students with unresolved outstanding balances will not be allowed to register for upcoming terms, or participate in study abroad programs, until the balance is paid.***

Whitworth University is committed to delivering a mission-driven educational program that cultivates in students the capacity to engage effectively across myriad dimensions of diversity. Whitworth University is committed to the fair and equal treatment of all students in its educational programs and activities. The university does not discriminate against students based on race, color, national origin, sex, gender identity, sexual orientation, religion, age, or disability and complies with all applicable federal or state non-discrimination laws in its instructional programs.