

WHITWORTH UNIVERSITY 2023-24

BILLING GUIDE

› INTERNATIONAL STUDENTS



WHITWORTH
UNIVERSITY

The student financial services team is excited to support students and families during the 2023-24 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 and a video 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

Financial Aid: 509.777.3490 or Anna Nelson at anelson@whitworth.edu

Go Pirates!

Traci Spoon Stensland
Assistant Vice President,
Student Financial Services

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.*

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 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 2023-24

WHITWORTH COSTS	TUITION	MANDATORY FEES*	ROOM & MEALS
On Campus	\$49,600	\$1,320	\$13,700
Off Campus	\$49,600	\$1,320	**

*Total mandatory fees include ASWU (\$270), Wellness (\$290), Technology & Campus Facility (\$600) 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	\$768	\$1,800	\$1,953	\$1,407
Off Campus without Sponsor	\$10,647	\$768	\$1,944	\$1,953	\$1,407
Off Campus with Sponsor	\$3,519	\$768	\$1,800	\$1,953	\$1,407

*Mandatory health insurance is \$1,407 for ages 24 and under and \$1,908 for ages 25-30. Annual amount is charged all in the fall.

2023-24 BILLING TIMELINE

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

FALL TERM 2023

- ❑ **May/June** – Complete your financial aid file with any required documents. Missing documents are listed in the Self-Service portal.
- ❑ **Mid-June** – Review the **Whitworth Billing 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 by one or more of the following (review the “Tools to Pay the Balance Due” list on Pages 6-7):
 - › Payment
 - › Payment plan
- ❑ **Aug. 9** – **Arrangements to cover the balance must be in place. This is the deadline to set up a four-month payment plan.**

SPRING TERM 2024

- ❑ **November/December** – Students starting in the spring should complete their financial aid file with any required documents.
- ❑ **December** – Review the **Whitworth Billing 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. 9** – Arrange for the balance due to be covered by one or more of the following (review the “Tools to Pay the Balance Due” list on Pages 6-7):
 - › Payment
 - › Payment plan
- ❑ **Feb. 9** – **Arrangements to cover the balance must be in place. This is the deadline to set up a four-month payment plan.**

2023-24 COST WORKSHEET INTERNATIONAL STUDENTS

(A) DIRECT COSTS BILLED BY WHITWORTH

Tuition \$49,600

Fees* \$1,320

Jan Term Fee \$350
(1-5 credits; Jan Term is optional)

Housing/M Meal Plan (est.) \$ _____

On-Campus/Double Occupancy Room Rate (\$7,500) + Pirate Platinum/Gold Meal Plan (\$6,200) = \$13,700 www.whitworth.edu/meal-plans

(A) TOTAL \$ _____

*Fees include ASWU (\$270), Wellness (\$300), Technology & Campus Facility (\$620), Accident Insurance (\$130).

(B) FINANCIAL AID

Grants and Scholarships \$ _____

(B) TOTAL \$ _____

COSTS BILLED BY WHITWORTH - FINANCIAL AID = ESTIMATED

(A) _____ - (B) _____ = (C) _____

PER SEMESTER CALCULATION

Take the annual amount owed and divide it by two to determine the amount owed per semester.

FALL SEMESTER AMOUNT (C) _____ plus mandatory health insurance of \$1,407 for ages 24 and under or \$1,980 for ages 25-30 (annual amount all charged in the fall) equals total owed for fall semester: \$ _____.

SPRING SEMESTER AMOUNT (C) _____ plus Jan Term Fee of \$350 (1-5 credits; Jan Term optional) equals total owed for spring semester: \$ _____.

Please note: Students need to be aware 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, housing and food 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.

Your financial aid counselor is ready to answer your questions: 509.777.3215 or 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 “2023 Fall Semester” or “2024 Spring Semester.”
5. Click “View Statement.”

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

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.

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**.

OR

2. A payment plan for the balance due has been established AND one payment is made by **Aug. 9**.

PAYMENT PLAN

Students who wish to pay their balance using a payment plan will pay in four installments, with the first due by Aug. 9.

Follow these steps to set up a payment plan:

1. Use the Cost Worksheet to determine the balance due for the semester.

2. Make the first of your four payments by Aug. 9 or pay in full. You can do this via:

- › 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

- › [Flywire Portal](#): This allows payments in most currencies.

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.

3. Set up a bank account in the United States upon arrival.

During Orientation, you will be given the opportunity to visit a local bank to establish a U.S. bank account. We highly encourage you do so to manage your resources in the United States.

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

4. Sign an Institutional Promissory Note Payment Plan.

Students who wish to pay their balance in three remaining installments can contact Rebecca Walker, rwalker@whitworth.edu, to sign an Institutional Promissory Note Payment Plan. The Institutional Promissory Note Payment Plan allows students to make their payments at student financial services with a debit card. The promissory note has terms and conditions that must be met. Late fees and holds do apply for past due balances and payments not made on time.

MAKE A PAYMENT

Make a personal payment in part or in full by visiting the following:

www.whitworth.edu/payment.

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.

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 2023 AND SPRING 2024

WEEK	REFUND	CHARGE	FALL 2023 WEEKLY START DATES	SPRING 2024 WEEKLY START DATES
1	100%	0%	Sept. 6	Feb. 1
2	100%	0%	Sept. 19	Feb. 14
3	75%	25%	Sept. 26	Feb. 21
4	50%	50%	Oct. 3	Feb. 28
5	25%	75%	Oct. 10	March 6
6 +	0%	100%		

TUITION REFUND SCHEDULE FOR JAN TERM 2024

Students withdrawing from classes by Jan. 9 are eligible for a 100% refund of the Jan Term fee.

ACADEMIC DEADLINES FOR GRADES

	FALL 2023	SPRING 2024
Last day to drop/add course without instructor and advisor approval	Sept. 12	Feb. 7
No grade assigned to full semester courses dropped by	Sept. 19	Feb. 14
W grade from	Sept. 20-Nov. 7	Feb. 15-April 10
WF grade	Nov. 8	April 11
No courses may be added after	Sept. 19	Feb. 14

REGISTRATION

Pre-registration for Jan, Spring, Summer 2024	Nov. 6-17
Pre-registration for Fall 2024	April 2-12

Students with unresolved outstanding balances will not be allowed to register for upcoming terms, participate in study abroad programs, and/or receive their cap and gown 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.