

WHITWORTH UNIVERSITY 2023-24



› CONTINUING STUDIES

› GRADUATE PROGRAMS



WHITWORTH
UNIVERSITY

The student financial services team is excited to support students 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 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. weekdays.

Billing and Payment Plans: 509.777.4495 or [whitworth.edu/financialservices/billing](#)

Financial Aid: 509.777.3215 or [whitworth.edu/financialservices/financialaid](#)

Go Pirates!

Traci Spoon Stensland
Assistant Vice President,
Student Financial Services

- Establish an electronic transfer of funds via ACH to receive any credit balances and student employment paychecks directly into your personal bank account.
- Via Self-Service, go to “Banking Information” to establish this option.

Alternative Financing

Students can borrow from private commercial lenders to finance higher education costs. For more information, visit www.whitworth.edu/loans.

Payment Plans

Whitworth offers an affordable monthly payment plan through a third-party provider, Nelnet. The plan costs \$50 per semester and is available for Fall Term, Spring Term and Summer Term. You can set up a payment plan with a debit or credit card or with an e-check. Plans established with cards will have a 2.85 percent processing fee per payment, while plans integrated with a U.S. checking or savings account will have a flat fee of \$0.35 per payment.

The fall Nelnet payment plan is a four-month plan with payments pulling in August, September, October and November on the 15th of each month. In addition to the student, proxies are able to view payment plans through Self-Service with their proxy login information.

The spring semester payment plan is also a four-month plan with payments pulling in February, March, April and May on the 15th of each month.

The new summer payment plan is a three-month plan with payments pulling on the 15th of the month in June, July and August.

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 2023-24 academic year must enroll in a new plan each semester.

New payment plan users will be prompted to create an account, while students who have used a payment plan in the past will be taken to their account.

Once the student is successfully in their Nelnet payment plan account, they will click the green "Set up a Payment Plan" button and follow the instructions from Nelnet.

How to Set Up a Payment Plan

1. Go to Pirate Port and select "Self-Service."
2. Log in with your Whitworth credentials.
3. Click "Student Finance."
4. Select the option that says "Set Up a Payment Plan" under the list of helpful links and proceed through the steps.

Any revisions to financial aid resources (increases or decreases) will reset payment plans to be accurate with the financial updates in your records. Thus, it is important if you receive a revision to your financial aid and you are on a payment plan that you recognize your payments could be increased or decreased accordingly.

B

If you have tuition benefits through your place of employment, please make sure that you have completed the Employer Agreement to Pay Tuition Form. This form will provide us information regarding your employer's tuition-reimbursement policy and the annual maximum amount that you can receive. We are required to include that information in our financial aid package. If your employer payments

will not be enough to cover your charges, you will need to pay the remaining balance or make a monthly payment plan to cover the balance.

BA A

Students will not be allowed to begin classes with an unresolved balance due.

Students with unresolved outstanding balances will not be allowed to register for upcoming terms until the balance is paid.

A

Late fees will be applied to any unpaid balances upon completion of your first course in your academic program.

B

A

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."
5. Click "View Statement."

WITHDRAWAL/DROP	REFUND	APPLICABLE TO
Up to eighth day of session	100 percent	Tuition
Up to 15th day of session	75 percent	Tuition
Up to 22nd day of session	25 percent	Tuition
After 22nd day of session	0 percent	Tuition

Withdrawing from a Class

Due to the unique nature and limited class meeting time for one-credit weekend workshops, students who miss a class session, or a significant portion of a class session, will not receive credit for the course. Students who contact the School of Continuing Studies and withdraw by 6:15 p.m. the day prior to the first day of class will be dropped from the class and receive a full refund. Any student who does not contact the school to withdraw by 6:15 p.m. the day prior to the first day of class and does not attend will receive a grade of NS (Not Satisfactory) and will receive no refund of tuition.

Financial Aid Refund Calculations

Students receiving federal and state financial aid are subject to specific refund calculations upon withdrawing from a respective semester. After 60 percent of the semester has passed, the student is no longer subject to these refund calculations. Fall: Nov. 2, 2023; Jan and Spring: March 21, 2024; Spring: April 9, 2024.