

## How do I enroll?

1. Log into WSU’s online portal (Academica).
2. Select “Student Resources”. Check your account balance by reviewing “[Bill Account Summary](#)” . If the balance owed is only from the current academic year, proceed to Step 2. **All other balances must be paid in full before proceeding.**
3. Select “Student Financial Records” from the menu. Click on the “[Installment Payment Plan Menu](#)”
4. Select “[Installment Plan Enrollment](#)”.
5. Read the terms and conditions and press submit.
6. Pay the nonrefundable enrollment fee:
  - a. \$55 for 10 - month pay plan
  - b. \$30 for 5 – month pay plan
7. An email confirming enrollment, along with a payment schedule, will be sent by noon the following business day.
8. Check your account in the online portal (Academica) and pay the minimum amount due by the scheduled date each month

Enrollment Dates	June 1 – June 29	July 28-Aug 3	
10 Monthly Payments	July - April	August -May	<b>Enroll in this plan if 100% of tuition and fees have been charged</b>
5 Monthly Payments	July - November	August -December	<b>Enroll in this plan if 50% of tuition and fees have been charged</b>
Bill date	July 1	August 3	
First payment due	July 15	August 15	

You may enroll in the 10 – month pay plan only if tuition charges have been assessed for the full academic year.  
 You may enroll in the payment plan during any enrollment period after registering for classes.

### Frequently Asked Questions

**Who can participate in the Installment Payment Plan?**  
 Currently enrolled students who owe tuition and fees may participate.

**Is there a fee to participate?**  
 A nonrefundable enrollment fee of:

- \$55 for 10 - month pay plan
- \$30 for 5 – month pay plan

**What if I am receiving financial aid?**  
 Any disbursement of fall financial aid will be credited to your account and reduce your payments.

**Can prior academic year balances be included in the Installment Payment Plan?**  
 Only current academic year balances are included in the plan. Prior balances **must** be paid in full to participate.

**How will I know what my monthly payment will be?**  
 Your monthly payment will be determined when you click on the “Installment Plan Enrollment” link in WSU’s online portal (Academica). The first payment may include non-deferred fees.

**What if I add a class or have additional charges?**  
 Once enrolled in the plan, scheduled payments will not adjust when courses are added. Fees for added classes are due by the next billing due date.

**What if I make a payment before enrolling in the plan?**  
 Payments made on your student account prior to enrolling or at the time of enrollment will be included in calculating monthly payments. There is no penalty for paying off a plan early.

**What if I miss a payment?**  
 If payment is not received by the scheduled due date, you will be charged a late payment fee of \$25 on balances of \$500 or less and \$40 on balances greater than \$500.

**What if I make a late payment?**  
 It is your responsibility to know when payments are due and to pay on time. Late payment fees will not be removed if you enroll in payment plan after the fee is assessed. In addition to late payment fees, a hold will be placed on your account that will prevent you from receiving official university transcripts, diplomas and other services.

**When will my hold be removed?**  
 Holds will be removed by noon on the next business day. Successful enrollment includes paying prior balances in full.

**Returned check fee:** A \$35 fee is assessed when a check or online payment is returned by your bank for any reason.