



FINANCIAL CLEARANCE INSTRUCTIONS

This screenshot shows the home page of the Washington Adventist University Self-Service portal. At the top is a dark blue header with the university logo, navigation links (Home, My Dashboard, My Profile, My Documents, My Account), and user options (Sign out, Help). Below the header is a yellow banner with a warning icon and the text "REGISTER FOR FALL 2025 TODAY: Classes begin the week of August 25, 2025." To the right of the banner are two buttons: "GUEST INTERNAL" (green) and "GUEST EXTERNAL" (orange). Below the banner is a grey bar with the text "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Below this is a "Notifications" section with a table. The table has three columns: Title, Details, and Link. The first row shows "Documents Required" with details "There are 1 requests from your institution that require your action." and a link "View required documents".

Title	Details	Link
Documents Required	There are 1 requests from your institution that require your action.	View required documents

To sign & submit the financial clearance forms:

- Go to [Self Service](#)
- Login issue call ITS at 301-891-4570 or email helpdesk@wau.edu
- Click on **view required documents**

This screenshot shows the "Required Documents" page in the Washington Adventist University Self-Service portal. The page has a dark blue header with the university logo, navigation links, and user options. Below the header is a yellow banner with the same registration notice as the previous screenshot. Below the banner is a grey bar with the text "Required Documents". Below this is a table with six columns: Document, Explanation, Due Date, Requesting Office, Status, and Attachments. The first row shows "Fall 2025 Financial Clearance" with a detailed explanation, a due date of "Required immediately", a requesting office of "Student Accounts", a status of "Incomplete" with a due date of "7/24/2025", and a link to "View All".

Document	Explanation	Due Date	Requesting Office	Status	Attachments
Fall 2025 Financial Clearance	Financial clearance is an essential part of the registration process for all students. Each semester students are required to ... more Student Financial Responsibility Promissory Note	Required immediately	Student Accounts	Incomplete 7/24/2025	View All

- Read the **Explanation**
- Click on **Student Financial Responsibility Promissory Note**

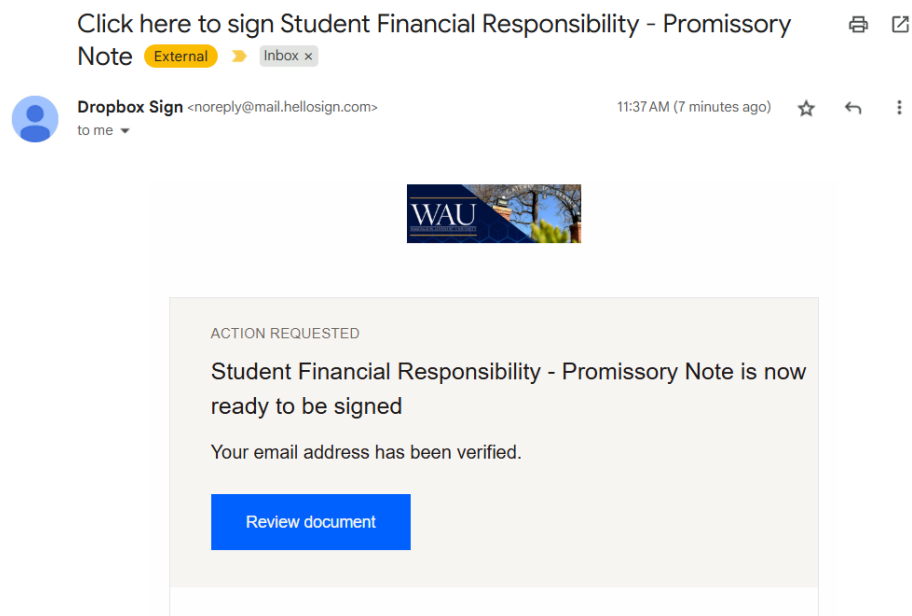
**Student Financial Responsibility -
Promissory Note**

To review and sign, enter your email:

[Verify your email address](#)

By verifying my email address, I accept the Dropbox
Sign [Terms](#) & [Privacy Policy](#).

- Enter your **WAU email address**
- Click on **Verify your email address**



- Check your **WAU email** for a message from **Dropbox**
- Open message and click **Review document**



Student Financial Responsibility Agreement

Fall 2025

Name *

WU ID# *

- Thoroughly read and complete all areas
- Select **I agree** to complete

***Please be advised that typing your name on the signature line will be accepted as an original signature.**

IMPORTANT CONSIDERATIONS:

- All accounts should remain at \$0 or below \$1,000 to maintain financial clearance.
- Failure to sign may lead to a financial restriction, inability to register for classes, withdrawal of courses, removal of food plan, and/or removal from the residence hall. For more information see the Financial Policy in the 2025-2026 [Academic Catalog](#).
- Payment plans have been created for you in Self Service. Plans include a \$75 set-up fee. Payment can be made online through Self Service; in person or by phone through the Cashier; by mail; or through wire transfer. To discuss your plan:
 - Traditional Undergraduate students contact Student Accounts at 301-891-4210 or studentaccount@wau.edu.
 - School of Graduate and Professional Studies (SGPS) students contact SGPS at 301-891-4092 or sgps@wau.edu.