



ONLINE PAYMENT INSTRUCTIONS

[Financial Information](#) • [Student Finance](#) • [Make A Payment](#)

Make a Payment

Use this page to make a payment on your account



Alert: October Invoice Statements are available for viewing. Payments are due before or by the 25th.

Total Payment : \$967.00

Choose a Payment Method ▼

To Pay Online:

- Login to ss.wau.edu or call IT at 301-891-4570 to login
- Click on **Student Finance**
- Click on **Make a Payment**
- Click **Select Payment Method**     
- **De-select** all options, if applicable
- Select only the checkbox for the reporting **Term(s) or Payment Plan(s)** you wish to pay for
- If necessary, **change** the amount under **Amount to Pay**
- Click **Proceed to Payment**
- Click **Pay Now**
- Enter all required information in ACI submit at the end to receive your receipt

To Add another User (e.g. Parent/Sponsor):

- Login to ss.wau.edu or call IT at 301-891-4570 to login
- On the far left, click **User Options**
- Click **View/Add Proxy Access**
- From the **Select a Proxy** drop-down menu, click **Add Another User**
- Enter all the **personal information** for the new user
- Under **Access**, choose the preferred level of access
- Select the **authorization** check box
- Click **Submit**



WASHINGTON
ADVENTIST UNIVERSITY

PAYMENT PLAN INSTRUCTIONS

[Financial Information](#) · [Student Finance](#) · [Make A Payment](#)

Make a Payment

Use this page to make a payment on your account



Alert: May Invoice Statements are available for viewing. Payments are due before or by the 25th. Have an amazing summer break.

Total Payment : \$966.00

Choose a Payment Method ▾

Proceed to Payment

Create Payment Plan

Collapse All

Please Note: Amounts Due may include credit amounts.

To Create a Payment Plan (\$75 fee):

- Confirm you are **registered for classes** for a current/upcoming semester
- Login to ss.wau.edu or call IT at **301-891-4570** to login
- Click on **Student Finance**
- Click on **Make a Payment**
- **De-select** all options, if applicable
- Select the checkbox for a current or upcoming reporting **Term**
- Click **Create Payment Plan**
- Select **Student Accounts**, then click **Continue**
- Select "I Agree to the terms and conditions", then click **Continue**

*Payment Plans cannot be made in Self-Service for a past semester. To create a Payment Plan for a **past semester**, contact Student Accounts directly at 301-891-4210 or studentaccount@wau.edu



WASHINGTON ADVENTIST UNIVERSITY

REVIEWING ACCOUNT INFORMATION

[Financial Information](#) · [Student Finance](#) · [Account Summary](#)

Account Summary

View a summary of your account

Account Overview

Amount Due	
+ Amount Overdue	
= Total Amount Due	
Total Account Balance	

Helpful Links

- [Financial Clearance](#)
- [Financial Policies](#)
- [Frequently Asked Questions](#)
- [Step by Step User Guide](#)
- [Student Finance Video](#)
- [Tuition Cost & Refunds](#)

[Make a Payment](#)

[Account Activity](#)

To Check Your Account Activity & Balance:

- Login to ss.wau.edu or call IT at **301-891-4570** to login.
- Click on **Student Finance**.
- Click on **Account Activity** on the right.

Select a reporting **Term** to review charges & financial aid

[Financial Information](#) · [Student Finance](#) · [Account Activity](#)

Account Activity

View your Financial Activity

Alert: May Invoice Statements are available for viewing. Payments are due before or by the 25th. Have an amazing summer break.

Term

2016 Fall Reporting Term - Balance: \$0.00

[View Statement](#)

Payments

\$0.00

Balance

\$0.00

Expand All

Payments

\$0.00

▼

Balance

\$0.00



WASHINGTON
ADVENTIST UNIVERSITY

FINANCIAL CLEARANCE INSTRUCTIONS

WASHINGTON ADVENTIST UNIVERSITY

REGISTER FOR FALL 2025 TODAY: Classes begin the week of August 25, 2025.

GUEST INTERNAL GUEST EXTERNAL

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Notifications

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**

WASHINGTON ADVENTIST UNIVERSITY

User Options · Required Documents

REGISTER FOR FALL 2025 TODAY: Classes begin the week of August 25, 2025.

GUEST INTERNAL GUEST EXTERNAL

Required Documents

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

© 2000-2025 Washington Adventist University, and its affiliates. All rights reserved. [Privacy](#)

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

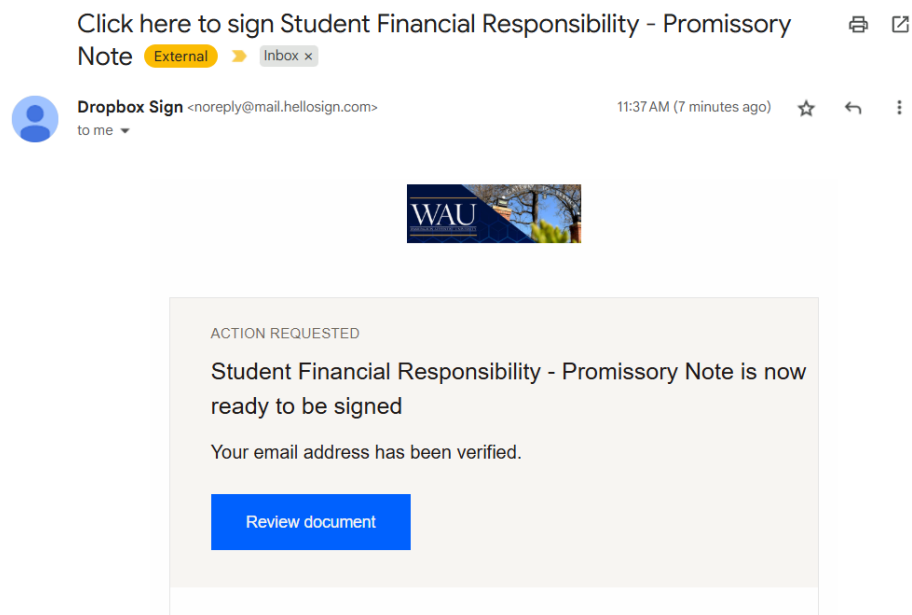
Student Financial Responsibility - Promissory Note

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 *

WAU 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.



REVIEWING 1098-T INFORMATION

[Financial Information](#) · [Tax Information](#)

Tax Information

[W-2 Information](#) **[1098 Information](#)** [1099-MISC Information](#)

Select an option below to set your preferences for receiving your electronic 1098:

☒ Receive my 1098 only in electronic format



By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.

☐ Withhold my consent



I choose to withhold my consent and understand by doing so that I will receive my official 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-T in electronic format only.

Save

To view your [1098-T](#) forms online use the following steps:

- Log into <https://n-ss1.wau.edu/Student/Account/Login?ReturnUrl=%2fStudent>
- Click on **Home Icon**
- Click on **Tax Information**
- Click **1098T Information** tab
- Select **Receive my 1098 only in electronic format**

You will then be able to view and print your [1098-T](#).

To provide parent/guardian, spouse, or sponsor access:

- In left column click on **User Options**
- Click **View/Add Proxy Access**
- Click **Select a Proxy** drop down menu, then click **Add Another User**
- Enter Information, then click on checkbox **Tax Information**
- Check **I authorize the Institution to disclose my information to this party**
- Click **Submit**

An email will be sent to your parent/guardian, spouse, or sponsor to complete next steps. Contact ITS for further assistance at helpdesk@wau.edu.

In addition, the Social Security Number or Tax Identification Number and address on Form [1098-T](#) were obtained from information you provided to WAU, although the address shown on Form [1098-T](#) is irrelevant for IRS income tax filing purposes. The single most important information on the form is your Social Security Number or Tax Identification Number. Your Social Security Number or Tax Identification Number must be correct. Please [click here](#) to complete a W-9S form if you feel your Social Security Number or Tax Identification Number is incorrect email studentaccount@wau.edu or call 301-891-4210.

WAU only reports information to the IRS, we are not tax consultants, please see your professional tax consultant for additional tax related questions and concerns.