



Student Accounts FAQ's

Account Information

- Where can I find my account information?
 - Login to [Self Service](#), enter your login information, click on Student Finance, Click on Account Activity, Select a reporting Term.
- What is the cost of tuition?
 - The cost of tuition for Traditional Undergraduate Studies is \$12,650 for 12-18 credits at a block rate. For more information contact Student Accounts at studentaccount@wau.edu.
 - The cost of tuition for Professional Studies Undergraduate Program is \$465 per credit. The cost of tuition for Graduate Studies is \$625 per credit. For more information about professional or graduate studies contact SGPS (School of Graduate and Professional Studies) at sgps@wau.edu.
- What is block rate tuition?
 - Block rate is the cost of traditional undergraduate studies tuition between 12-18 credits. This is a flat rate and does not increase tuition cost between 12-18 credits, this does not apply to the cost of additional miscellaneous course fees.
- How much is tuition per credit hour?
 - The cost of tuition per credit is \$1,033.50, this is for 1-11 credits. The cost of tuition for 19 or more credits is \$12,650 plus \$1,033.50 for each additional credit.
- What is tuition for summer?
 - Tuition is \$465 per credit hour in the summer.
- Where can I find more information about tuition and fees?
 - [Online](#) and in the [academic catalog](#).
- How much is the Residence Hall?
 - A double room (room shared with a roommate) is \$2,500 per semester.
 - A single room (no roommate) is \$3,430 per semester.
- How much is the Food Plan?
 - The food plan is \$3,750 per semester.

- Can I pay for just housing and not food charges?
 - No, housing and food plans are packaged together as living expenses.
- What is the technology fee, general fee, laboratory/course fees and their cost?
 - For traditional undergraduate students, the technology fee is \$450 for 12 or more credits, \$225 for 6-11 credits, \$110 for 5 or less credits. This fee applies to all students and defrays the cost for WAU's computer labs available to all students, classroom technology, telecommunications, wireless, and other technology on campus.
 - For traditional undergraduate students, the general fee is \$450 for 12 or more credits, \$225 for 6-11 credits, \$110 for 5 or less credits. This fee applies to all students and defrays the cost of WAU campus activities, health services, student association, campus life, library resources, and intramural sports programs.
 - Laboratory/course fees vary per course as determined by each department. Fees are assessed for courses requiring clinical supervision, specialized equipment, laboratory supplies, or specific course materials.

Bookstore

- What is bookstore credit?
 - Bookstore credit is an allowance provided to all students that defers the cost of books to their account instead of making an upfront payment. This is a consequence free option. Funds are available per semester and cannot be transferred to other terms or refunded to the student.
- How much can I get for bookstore credit?
 - Each student is provided a maximum of \$750 or \$900 for Nursing students. See Student Accounts for an increase in allowance.

Billing

- Where can I get a copy of my statement?
 - Login to [Self Service](#), enter your login information, click on Student Finance, Click on Account Activity, select a reporting Term, click view statement.
- My employer would like an invoice of my account?
 - For VA (Veteran Affairs) contact [Alfred Taylor](#).
 - For Scholarship letters or Sponsorship contact [Dontava Lodenquai](#).
 - For Subsidy (Seventh Day Adventist Conference Employee Tuition Assistance), or other Third-Party payment contact [Arlene Canong](#).
 - SGPS (School of Graduate and Professional Studies) students contact [Frank Sheib](#).

Financial Clearance

- What is financial clearance?
 - Financial clearance is an essential part of the registration process for all students. Each semester students are required to read and sign a promissory note ("Agreement") that informs each student of their financial responsibilities associated with enrolling for

classes at Washington Adventist University and explains the potential consequences that may be incurred if a student meets or fails to meet those obligations.

- How can I get financially cleared?
 - Financial clearance forms are available in [Self Service](#).
 - Clearance is complete once forms have been signed and payment made to the account.

Payments

- How can I make a payment?
 - Online through [Self Service](#).
 - In-person or by phone with the Cashiers Office (WH 104A) or 301-891-4488.
 - By mail payable to Washington Adventist University

Student Accounts
Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912

- Electronic Wire Transfer (i.e. Bank Transfers, Flywire, 529)

WAU Bank Name:

M&T Bank Address:
M&T Bank
1350 I Street NW, Suite 500
Washington, DC 20005

Contact Name at the Bank – Mr. Thomas Higgins
Telephone number: (202) 661-7222

Washington Adventist University Tax ID: #52-0643528

Routing #s:
International: 022000046
National: 052000113

WAU Checking #: 970171572

SWIFT CODE: MANTUS33

MEMO: Please include student's name and WAU student ID#

- Where is the Cashier?
 - The Cashiers Office is located in WH 104A.
- How can I confirm payment?

- Online – Self Service provides receipts immediately upon successful payment. Review your account in the Student Finance area of Self Service to see the adjustment.
 - Cashier – a payment receipt is provided after payment or emailed if made by phone.
 - Wire Transfer – a payment receipt is provided by email to your WAU email address.
 - Contact Student Accounts at studentaccount@wau.edu or 301-891-4210 for additional assistance.
- Can I get a payment plan?
 - Yes, payment plans have been created for the current semester and can be viewed [online](#).
 - Payment plans are automatically created if your balance is not paid in full prior to the start of the semester. Plans include a \$75 set-up fee.
 - Contact Student Accounts at studentaccount@wau.edu for more information or Collections at collection01@wau.edu if you are a former student.

Refunds

- When can I get my refund?
 - A refund generates as a result of a variety of items that create a credit, once this credit becomes available, students can request Student Accounts to issue their refund.
- What do I need to do to get a refund?
 - Complete a refund request form located [online](#), in-person with the Cashier (WH 104A), or email studentaccount@wau.edu.
- Where can I pick-up my refund?
 - Refunds available through the form of a check can be picked up in the Cashiers Office (WH 104A). If students prefer to change this pick-up request to a mailed request, simply contact Student Accounts at studentaccount@wau.edu.
- Can I get my refund before my awards are posted?
 - No, we are a cash-based institution and do not provide funds in advance.

Tax

- Where can I find my Form 1098-T?
 - Login to [Self Service](#), enter your login information, click on Tax Information, select 1098-T tab.
- What is Form 1098-T?
 - The Form 1098-T is a statement that colleges and universities are required to issue to certain students, to provide the total dollar amount paid for what is referred to as qualified tuition and related expenses (QTRE) in a single tax year.