

FINANCIAL ARRANGEMENTS AND SERVICES

SPU uses the Banner Information System (<https://spu.edu/banweb/>) to process registration materials and complete financial arrangements. After you register for classes, you are obligated to pay for the contracted services in accordance with the University's current schedule of charges.

The registration contract between you and SPU remains binding to both parties unless either party terminates the contract pursuant to the applicable catalog procedures (see also Refunds and Account Adjustments (<https://catalog.spu.edu/graduate/costs-financial-aid/refunds-account-adjustments/>)).

Student Account System

An electronic notification of a statement reflecting tuition and fee charges, miscellaneous charges, payments, and amounts due will be sent to the student's SPU email address and to authorized payers that are set by the student, each month that a student has a balance.

It remains the student's responsibility, however, to see that proper payment reaches Student Financial Services by the payment due date. If students need assistance determining the proper amount due, they should contact Student Financial Services to talk with a coordinator.

Students will continue to receive a statement after they withdraw or graduate if they still have an outstanding balance. Statement notifications will continue to be sent to the student's SPU email address. Starting in 1999, SPU email accounts for former students are no longer purged. It is our intention that these addresses persist indefinitely, but we reserve the right to change this policy at some point in the future. If you graduated prior to 1999, your SPU account may have been purged.

Checks for the correct amount due should be made payable in U.S. dollars (\$US) to Seattle Pacific University, and should include the student's name and student identification number. Checks may be delivered in person to Student Financial Services (located in Demaray Hall (<http://spu.edu/info/buildings/demaray/>) 10) or be mailed to:

Seattle Pacific University
Student Financial Services
3307 Third Avenue West, Suite 114
Seattle, Washington 98119-1922

In addition to checks, the University accepts electronic payments via an e-check (electronic payment (<https://spu.edu/student-financial-services/student-accounts-and-payments/payment-methods/>) directly from a checking or savings account) toward student accounts.

The University does not directly accept any credit cards for payment of student-account balances. Rather, it has arranged for a third-party provider to facilitate this type of payment if desired. Additional fees apply for this service. Students may authorize additional individuals to pay a student account online (<http://www.spu.edu/depts/sfs/StudentAccounts/OnlinePayments/setup.asp>).

Payment Policies and Services

Student Financial Services provides students with payment options. The default option is for students to pay quarterly. Visit the Payment Options

page to view additional payment options (<http://spu.edu/student-financial-services/student-accounts-and-payments/payment-plans/>).

Quarterly Payments

Your remaining balance, after financial aid* is applied, will be due in full with the first payment due date for each quarter.

2024–25 Academic Year Due Dates

- Autumn Quarter: October 10, 2024
- Winter Quarter: January 10, 2025
- Spring Quarter: April 10, 2025

If payment in full is not received by these dates, the account will be subject to late fees and registration/diploma holds (see Late Charges and Payments (<http://spu.edu/student-financial-services/paying-your-bill/late-charges-and-payments/>)).

Consult your monthly electronic statements for actual payment amounts due.

Student Loan Advocate

For information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy (<http://www.wsac.wa.gov/loan-advocacy/>) or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

Late Payments

If your billed statement balance is not paid each month, your account will be considered past due and the following penalties will apply:

- A late fee of 1.25 percent of the owing balance will be assessed each month after the payment due date.
- You will not be able to register for future quarters or obtain diplomas until your account is in good standing.
- If you were signed up for a payment plan (<http://spu.edu/student-financial-services/paying-your-bill/payment-plans/>), you will be removed from the plan.

Severely past due accounts may be referred to a collection agency. You will be responsible for collection fees of at least 30 percent and up to 40 percent of your outstanding balance in addition to the amount due SPU.

Private College 529 Plan and Institutional Gift Aid

Students and families who are Private College 529 holders may redeem tuition plan certificates at Seattle Pacific according to the plan's stipulations. It is important to note that the total of institutional gift aid (grants and scholarships), plus the redeemed tuition certificate value, will be limited to the total cost of tuition, room, and board charged by SPU.

Third-Party Billing

If your tuition is reimbursed by a third party (such as an embassy or government agency), you may be eligible for the Third-Party Billing program.

If a third party is involved, the University will bill the third party directly, provided SFS has been given the appropriate documents, such as a

purchase order, official authorization, etc. All other account charges will be due when billed.

If you participate in the Boeing Tuition Voucher program, your eligibility is subject to approval by the Boeing Company. Until SFS receives an approved voucher from the Boeing Company for participation in its Third-Party Billing Program, you will receive monthly account statements and be responsible for all charges. Once the process has been completed, the Boeing approved charges will be paid on your student account. You will continue to receive monthly statements if you incur charges not covered by Boeing. For more information about this program, contact SFS.

Unpaid Student Charges

A student who has delinquent financial obligations will not be permitted to register or attend classes for subsequent quarters or to receive their diploma until such obligations have been satisfied. Seattle Pacific University reserves the right to deny enrollment, including advance registration or extension of credit, and/or to have a student completely withdrawn from classes if the student does not meet past-due obligations or fulfill financial commitments to the University.

A continued failure to meet financial obligations may result in the referral of the delinquent account to an outside agency for collection of the total amount due, plus all applicable collection costs and the addition of a collection fee of at least 30 percent and up to 40 percent of the account balance.