Payment of Charges

Prior to the beginning of each semester, invoices listing all current semester charges and approved financial aid are available online to all registered students. All payments can be mailed directly to Wilkes University - Student / P.O. Box 824696 / Philadelphia, PA 19182-4696. Electronic check, Discover, Master Card, Visa and American Express payments can be made on the Wilkes University web site. A 2.75% convenience fee will be added to all credit card payments. This fee will appear as a Vendor Service Fee Charge on your statement. Credit Card payments are not accepted by phone. Any questions concerning charges and payments should be directed to (570) 408-2000 option 2 or 1-800-WILKESU extension 2000 option 2 or you can email billing@wilkes.edu. Payments can be made by check or cash in person at the Bursar’s Office located at 32 W South Street in Wilkes-Barre.

Students who fail to pay all indebtedness to the University shall not be permitted to receive any degree, certificate, or transcript of grades.

To make online payments, follow these simple steps.

* Log on to www.portal.wilkes.edu
* Enter your Wilkes username and password
* Click on the ‘Student’ tab
* Click on ’My Account’
* Click on ‘Pay on Account’ and follow the steps to make a payment.
* Be sure to print your receipt before you log out of the system.

Students who do not know their Wilkes username and password should contact the Help Desk at 570-408-4357 or 11-800-WILKES-U ext. 4357.

Students may consult with the Financial Aid Director, (or at off campus sites, with the financial aid representative) for information regarding scholarships and loan programs.

Subject to the regulations concerning refunds, the total tuition is considered fully earned by the University upon completion of registration by the student.

Students are referred to the course descriptions in this Bulletin for laboratory and other fees associated with particular courses. Inquiries about particular charges should be addressed to the Bursar’s Office. Note that graduate and professional school tuition and some fees are program specific.