

# Payment Options

## Participation in the Online Installment Payment Plan

Enrollment in the Installment Payment Plan should be completed immediately upon receipt of the University invoice. The current outstanding balance will be divided into three equal installments for the Summer Semester and five equal installments for the Fall and Spring Semesters, with the first payment due August 15th for the Fall semester. Students must enroll each semester.

## Participation in the Employer Tuition Deferment Agreement

Deferred payments for employer reimbursement and third party payer arrangements will be permitted provided the student has made application and received approval for this plan at least two weeks before the first day of the semester. Applications for Deferred Employer Tuition Deferment are available on the Wilkes Web site. Graduating seniors are not eligible for the deferred payment option.

## Enrollment in a Third Party Sponsored Tuition Coverage Plan

If the student is expecting to receive financial support from ROTC, Veterans Rehabilitation, The Bureau of Vocational Rehabilitation, or other third party sponsored tuition plan, which is not already listed on the invoice, deduct the approved amount from the "Calculated Total Due." Please indicate the source and the anticipated amount of coverage on a copy of the invoice when remitting payment for the adjusted balance.

Third-Party Billing and Deferred Payment forms are available on the Wilkes portal. These forms must be submitted each semester.

Note: The Bursar's Office is prohibited from signing graduation clearance forms until any outstanding balance is paid in full. Graduates who have requested the deferred payment option must pay the final semester balances personally before clearance forms are signed (or have a written guarantee from their employer that the amount will be paid to Wilkes regardless of course completion or final grade). Those prospective graduates not complying with the above policy will not be cleared until actual payment is received from their employer.

## Veterans Benefits and Transition Act of 2018

The University complies with the Veterans Benefits and Transition Act of 2018 (38 USC 3679(e)), and will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the VA under chapter 31 or 33 veteran educational assistance entitlement

All Covered Individuals (anyone who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits) are requested to provide a written request of use of these entitlements and will be permitted to attend or participate in the course of education beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes). The Certificate of Eligibility or Statement of Benefits is required to be submitted no later than the first day of courses for which an individual wishes to use the individual's entitlement to education assistance in order to provide proper and timely certification and disbursement of VA funding. Additionally, all covered individuals will be required to provide any and all additional information necessary to complete the proper certification of enrollment by the institution within 10 days of notice.

This policy does not prevent the University from requiring that the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement be satisfied.

'GI Bill®' is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).