



Wilkes University

BURSAR'S OFFICE INSTRUCTIONS

All billing, payment and refund information below is available via the Wilkes student portal at portal.wilkes.edu

Accessing the Tuition Bill

Access your Tuition statement via the portal by selecting the following links: Student tab / Student Services / View Invoice / My Account / Statements.

The information on your statement is as of the date of your statement only and may have changed due to additional charges or payments. Your statement balance does include your pending and disbursed financial aid. Please see your account activity for your current balance.

Access to the Tuition Bill for Parents or Guardian

Provide access via the portal by selecting the following links: Student tab / Student Services / My Account / Authorized User.

Parents/Guardians will need a personal email account to be set up as an authorized user. Once the password notification is sent via email, access the account by logging onto www.wilkes.edu and selecting the "Parents" link at the top of the Wilkes home page.

At the bottom portion of *parent page*, select:

"Make a Payment"/Authorized User/ Enter parent email and password.

Note: If parents do not have access to their student's account, only the student will receive billing notifications via email.

Paying the Tuition Bill

1. Pay by electronic check

Select the following links on the portal:

Student tab / Student Services / My Account / Pay on Account.

- ### **2. Pay by cash, check, or money order in person at the Bursar's Office located in Miller Hall at 32 West South Street, Wilkes-Barre. The Cashier window Office hours are Monday through Friday from 9am to 4pm. The Summer Cashier window hours are 9am to 3pm.**

3. Pay by mail by sending your check or money order to:

Wilkes University
Student Lockbox
PO Box 824696
Philadelphia, PA 19182-4696

4. Pay via credit card

Select the following links on the portal:

Student tab / Student Services / My Account / Pay on Account.

5. Enroll in the Automated Online Installment Payment Plan

Select the following links on the portal:

Student / Student Services / My Account / Payment Plan/ Choose the appropriate term.

Refunds-Electronic Refund

Do not wait for a paper refund check! Enroll in electronic refunds and receive your money faster.

Select the following links on the portal:

Student / Student Services / eRefunds / Electronic Refunds.

Employer Tuition Deferment

Students who receive tuition reimbursement from their employer should complete the Employer Tuition Deferment Agreement. Please submit this agreement prior to the start of each semester. Select the following links on the portal to access form:

Student / Student Services / My Account / Employer Tuition Deferment and email completed form to billing@wilkes.edu.

Once this agreement is on file, your balance will not be due until 30 days after the semester ends. You may verify the deferment by selecting “View Holds” under the My Records section of the Student Services page. The employer deferment codes: FE, FS or FQ will be listed as the hold type.

Questions regarding Tuition and Fee Charges

Contact the Bursar’s Office at 570-408-4960 or email billing@wilkes.edu.

Questions regarding Financial Aid (Loans, Scholarships, Grants)

Contact the Financial Aid Office at 570-408-4512 or email financialaid@wilkes.edu.

Questions regarding Room and Board

Contact Residence Life at 570-408-4350 or email reslife@wilkes.edu