



Wilkes University

BURSAR'S OFFICE

Online Tuition Payment Plan

The Installment Payment Plan allows a student to pay the account balance monthly. Students may enroll at the beginning of each semester as follows:

- | | |
|---------------------------|---|
| ➤ <u>Fall Semester</u> | 5 payments beginning on August 15th |
| ➤ <u>Spring Semester</u> | 5 payments beginning on January 15th |
| ➤ <u>Summer Semester</u> | 3 payments beginning on June 1st |
| ➤ <u>Creative Writing</u> | 5 payments beginning on July 15 th or January 15th |

Once the bank account information is set up via the Wilkes portal, the University will automatically withdraw the interest-free payment from your account. Students can also add parents or other authorized users to receive notifications by selecting the “Authorized User” tab under payment area of the portal. All payment information is available via the parent page at www.wilkes.edu.

To Enroll-Sign onto the Wilkes website at portal.wilkes.edu

- Enter username and password
- Select “Student” tab / “Student Services”
- Under “My Account”, select “Installment Payment Plan”
- Please follow instructions on screen

The Payment amount calculated on the balance at time of enrollment. Any changes to the account balance automatically change the payment amount. Emails will notify you of any payment changes.

If you have questions, please call (570) 408-4960. For login problems, please call the Help Desk at 570-408-4357.

Note: \$50.00 fee is charged to any student account in the event the University cannot process a payment installment.