Business Office Information Sheet

Important dates

• July 7, 2016 - Fall semester tuition bills will be available on Web Advisor
• July 15, 2016 - First payment due for annual 10-month payment plan and 5 month fall semester only plan
• August 1, 2016 - Payment due date for any Amount Due reflected on the "View my Bill" and "Pay my Bill" links on Web

Advisor Payment Options

• Online payment can be made at washcoll.edu/payment with e-Check from a checking or savings account with your bank routing number and personal account information. There is no additional fee for this service.

• Online payment can also be made at washcoll.edu/payment using MasterCard, Discover Card or American Express Card. A 2.50% convenience fee will be added to the transaction.

• Payments are accepted in cash, check, or money order. A $25.00 fee as well as the original check amount is assessed to the student’s account if any check is returned from the bank.

• Washington College is pleased to offer the tuition payment plan administered by Official Payments. Enrolling in a tuition payment plan is easy. Simply visit https://payplan.officialpayments.com/, choose the payment plan option that is best for you and follow the steps to complete your enrollment. If you have any questions about the plan, call Official Payments at 866-964-4020 and a specialist will be happy to assist you.

• Prepaid Tuition - Washington College offers a prepaid tuition plan which guarantees savings by protecting the student from future increases in the tuition. Tuition may be prepaid at the prevailing semester rate by multiplying the current semester rate by the number of semesters to be prepaid. The Prepaid Tuition Option covers tuition only; room, board, and other fees cannot be prepaid and will be invoiced according to the normal fall/spring billing cycle(s). For additional information or questions, please contact Doryann Barnhardt, Director, Office of Student Financial Aid at 410-778-7214.

• Loan Options - Visit the Student Financial Aid website for information regarding student and parent loan options, or contact the office by calling 410-778-7214.

Payment can be mailed using Bank check, personal check or money order to:
Parents Access to Student Educational Records

- The Federal Rights and Privacy Act (FERPA) protects a student’s educational records. Business Office staff may only release information regarding a student account if the student has authorized release of information. To authorize the release of information students must complete the Parent/Guardian Information Release Form on Web Advisor.

- Be sure to hit the Submit button which updates our records to remove the Do Not Release Information flag from the student’s account.

Parent's Access to Online Information

- To give parents online access to Web Advisor, students should log into Web Advisor and click on the "Students" tab. Under Miscellaneous Options, select Add/Remove Parental Access. View the listing of information that will be available to parents. Click OK. On the next page are listed the names and email addresses of all parents that the College has on record. For each name and address students can allow or remove access to their Web Advisor account. If the email address(es) listed are incorrect or there are no email addresses listed, contact the Registrar's Office to update or provide that information. After students grant access, parents receive an email from Washington College at that email address with their own unique user name and temporary password for Web Advisor parent access.

- Reminder: After logging in to Web Advisor, students must click on the "Students" tab and parents must click on the "Parents" tab.