



Wilkes University Billing Instructions

Tuition statements are not mailed, however all statements can be accessed via the Wilkes student portal. You will only receive notification via the mail if your account is past due.

You may pay your balance via the following methods:

Pay by electronic check via the student portal at **portal.wilkes.edu**. Select the following links on the portal: Student tab / Student Services / My Account / Pay on Account.

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 Office hours are Monday through Friday from 9am to 4pm. The Summer Cashier hours are 9am to 3pm.

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

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

Pay via credit card via the portal at **portal.wilkes.edu**. We have temporarily reduced the credit card convenience fee to 01% . This fee will appear as a Vendor Service Fee Charge on your credit card statement. Please note that school districts/employers may not reimburse you for this convenience fee. Select the following links on the portal: Student tab / Student Services / My Account / Pay on Account.

Enroll in the Automated Online Installment Payment Plan via **portal.wilkes.edu**. Select the following links on the portal: Student / Student Services / My Account / Payment Plan/ choose the appropriate term. Your fall and spring balance will be divided into 5 installments. The summer payment plan will be divided into 3 installments. You must enroll one month prior to the beginning of each semester to have the 5 scheduled installments.

How to Access Your Tuition Statement

Access your Tuition statement via the portal at **portal.wilkes.edu**. Select the following links on the portal: Student tab / Student Services / View Invoice / My Account / Statements. Your statement is as of your statement date. Your statement balance does include your pending and disbursed aid. Please see your account activity for your current balance.

Get Your Refund Faster!!!

You don't have to wait for a paper check in the mail! Sign up for Electronic Refund via the student portal. Refunds will be issued approximately ten business days from the disbursement date. Select the following links on the portal: Student / Student Services / eRefunds / Electronic Refunds.

Employer Tuition Deferment

Students who receive tuition reimbursement from their employer may 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. Please 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 has been received by selecting "View Holds" under My Records section of student services page. The employer deferment code will be listed once the deferment is received.

How to give your Parents or Guardian access to pay your Tuition Bill

If students do not provide parents with access to their student account for tuition payments, only the student will receive billing notifications via email. To provide your parent's access go to portal.wilkes.edu, select Student / Student Services / My Account / Authorized User. You will need your parents personal email account to set them up as an authorized user. Once they receive the password notification email they can access your account by logging onto www.wilkes.edu and selecting the "Parents" link at top of the Wilkes home page. At the bottom portion of parent page, select "Make a Payment"/Authorized User/ Enter parent email and password. Parents may follow the remaining instructions above for each billing process.

Questions regarding Tuition and Fee Charges please contact the Bursar's Office at 570-408-4960 or email billing@wilkes.edu.

Questions regarding financial aid or loans, scholarships and grants please 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.