



BILLING AND PAYMENT INFORMATION

**TUITION BILLS ARE
AVAILABLE ONLINE
ONLY!**

**Tuition Bills for the
semester are due
Two weeks prior to the
start of class or you
must obtain financial
clearance.**

**FAILURE TO OBTAIN
FINANCIAL CLEARANCE
MAY RESULT IN
DEREGISTRATION AND
INTERRUPTION TO
COURSE AND CLINICAL
SCHEDULES.**

**For the Financial Aid Office Call:
(570) 408-4512**

**For the Bursar/Billing Office Call:
(570) 408-4960**

HOW TO OBTAIN FINANCIAL CLEARANCE

Pay your balance in full

You may pay your bill online with electronic check or credit card on the portal at portal.wilkes.edu

Mail your payment to Wilkes University Student Lockbox, P.O. Box 824696, Philadelphia, Pa. 19182-4696. Please include your Wilkes Identification number on your check.

Apply for and receive a financial aid award

Be approved for financial aid/loans that equal or exceeds your account balance for that semester. Failure of the student to make a timely response in requests from the Financial Aid Office for additional information will result in immediate loss of financial clearance.

Enroll in the Wilkes University Online Payment Plan

The plan is interest free with a \$25 charge per semester. Enrollment in the installment payment plan must be prior to the beginning of each semester, with the first installment due on August 15 for Fall, January 15 for Spring and June 1st for Summer.

Students can enroll by signing onto portal.wilkes.edu and selecting Installment Payment Plan.

You need to sign up for the payment plan each semester.

Third Party/Employer Deferment

Submit a signed Employer Deferment Agreement or third party payment agreement prior to start of semester. This form is located on the student portal under:

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

