

Webster University Leiden Payment Policy Undergraduate Students 2016-2017

Semester invoices will be sent three weeks before the start of the semester.
Summer term invoices will be sent two weeks before the start of the term.

Tuition fees and Housing fees are due one week before the start of the semester or term*, reminders will be sent to those students who have not submitted their fees by this day.

Week 1: For current students a **€75 late payment fee** will apply on the first day of the semester if you have not paid your fees. For new students a €75 late payment fee will apply if you have not paid within the first week of the semester.

Week 3: Second reminder will be sent to those students who have not submitted their fees by the first day of this week.

Week 7: Students will be dropped from all future term classes if the fees have not been received by the end of this week.

Week 10: Final reminder will be sent to those students who have not submitted their fees by the first day of this week.

Week 14: Registered letters will be sent to those students who have not submitted their fees by the first day of this week.

Week 16: All future registrations will be reversed if the fees have not been received by the end of this week. Unpaid balances will be sent to a debt collection agency.

**Full-time undergraduate students have the option to pay the first 50% of the tuition one week before the start of the semester and the remainder after eight weeks. Housing fees may be paid in two installments, 50% before the start of the first semester, the remainder before the start of the second semester.*

Refund Policy:

Date	Type	8 wk course	16 wk course
Week 1	Drop	100%	100%
Week 2	Drop	100%	100%
Week 3	Withdrawal	50%	50%
Week 4	Withdrawal	25%	50%
Week 5	Withdrawal	0%	25%
Week 6	Withdrawal	0%	25%
Week 7	Withdrawal	0%	25%
Week 8	Withdrawal	0%	25%

Undergraduate summer term and part time students: Refund transfers will be made only after Week 4 of the summer term.

Undergraduate Fall & Spring semester: Flat-fee tuition (12 - 18 credit hours/semester) refunds are made after a semester and only if drops/withdrawals reduce the credit load below 12 credit hours.

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