

## Webster University Leiden Payment Policy Graduate Students 2017-2018

Invoices will be sent four weeks before the start of the Fall and Spring term, and two weeks before the start of the Summer term.

**Tuition fees are due one week before the start of the 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 5:** Final reminder will be sent to those students who have not submitted their fees by the first day of this week

**Week 6:** Registered letters will be sent to those students who have not submitted their fees by the first day of this week.

**Week 8:** 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.

### Refund Policy:

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

Refund transfers will be made only after week 4 of the term. This regulation counts for all types of refunds (i.e. book reimbursements, etc.).

**Contact information:** [businessoffice@webster.nl](mailto:businessoffice@webster.nl)