

Webster Leiden Campus 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