

## Webster Leiden Campus Payment Policy Undergraduate Students 2017-2018

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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