Payment Options
Option A: Pay in full by due date
Option B: Combined installment plan
Option C: Three installment plan
Visit spu.edu/sfs for more information on payment plans.

Making Payment
For prompt credit to your account, remit your payment in the envelope provided. You may also make payment in person to Demaray Hall, Room 10.
Seattle Pacific University
Student Financial Services
3307 Third Avenue West, Suite 114
Seattle, Washington 98119-1922
Always include your account number (student ID number) with your checks.

Questions About Items on the Statement?
For an explanation of a specific charge, call the originating department. Refer to the following list of departments:

<table>
<thead>
<tr>
<th>Transcript and matriculation fees</th>
<th>Library fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Academic Services: 206-281-2031</td>
<td>Library: 206-281-2228</td>
</tr>
<tr>
<td>Parking charges and fines</td>
<td>Student Health Center charges</td>
</tr>
<tr>
<td>Housing, meal plans, damage fines, judicial fines</td>
<td>All other items</td>
</tr>
<tr>
<td>University Services: 206-281-2188</td>
<td>Student Financial Services: 206-281-2061 or 800-737-8826</td>
</tr>
</tbody>
</table>

Student Financial Services Hours
9:00 a.m.–4:30 p.m. Monday, Tuesday, Wednesday, and Friday
9:30 a.m.–4:30 p.m. Thursday

Parents, students, and others who plan to come from a distance to campus should schedule an appointment in advance to avoid unnecessary inconvenience. All offices are closed on Saturday and Sunday. See our website for holiday closures.

You can check your current account balance by logging into the Banner Information System at spu.edu/banweb. Under the “Student Menu,” select “Student Account Menu” then “Account Summary.”

Calculation of Late Fees
A late fee equal to 1.25 percent of any unpaid account balance from the previous billing period will be applied each month the balance is outstanding.

Information Access Authorization
In accordance with Family Educational Rights and Privacy Act (FERPA), Seattle Pacific University is committed to the rights of students who are attending or have attended the University. We cannot discuss the student’s account with anyone other than the student (including parents and spouse) without the permission of the student. A duplicate statement will be e-mailed (PDF) to the email address of the person(s) designated by the student. Account information will be released only to the student and those listed online. Information Access Authorization may be created in the Banner System → Student Menu → Information Access Authorization (FERPA).

Explain the Statement
This statement includes transactions that occurred on your account between the dates shown on the front of this statement or transactions that occurred since your last statement was generated.

If you are a financial aid recipient it may also show:
1. Any outstanding requirements you need to complete.
2. Aid that will pay once the quarter begins.
3. Aid that requires your signature in order to pay.

Financial Obligation
A statement is provided to the student electronically. The amount due, indicated on the statement, is payable by the stated due date. Failure to pay scheduled charges will cause the account to be considered past due. Students with past-due accounts, including those accounts adjudged to be discharged, will be unable to register for the following quarter or receive an official academic transcript or diploma. In addition, those students will receive monthly late fees until their balances are current.

Release of Transcripts/Diplomas
The University reserves the right to withhold all information concerning the record of a student who has an unpaid account including those adjudged to be discharged. No official transcripts or diplomas are issued until all of the student’s financial obligations to the University have been met as set forth in the Catalog. This includes being current in repayment of any University-held student loan.

Debt Collection
Past-due accounts may be assigned to a collection agency or attorney and may be reported to the national credit bureaus. Appropriate charges for these services, including court costs if incurred, will be added to the account balance. Furthermore, if past-due accounts are assigned to a collection agency, collection fees of at least 30% and up to 40% will be added to the balance due.

Credit Balances/Refunds
If financial aid overpays the student account, SFS will contact the student via SPU email when the credit balances are available. Housing deposits are released approximately three weeks after the student’s last quarter of attendance.