What is the Bursar’s Office?
The Bursar is the office related to payment of university Tuition and Fees.

How do I contact the Bursar’s Office?
You may submit an incident to this office via the Support tab of your myWalden page and click on “Write Us.” You may also email bursar@waldenu.edu or call 1-800-925-3368 option 1, then 3.

When is tuition due?
Students must either pay tuition and applicable fees or have other financial arrangements in place 2 weeks prior to the start of each term. Payment of tuition and fees must be made by the first day of classes or it will be considered late. Term start dates should be printed on the bill next to your course titles.

If using Financial Aid, you must have funds ready to disburse.

• Have you accepted your loan awards?
• Has your official transcript(s) been received from your previous institution(s)?

If your payment is late, a Bursar Hold will be placed on your account.

What is a Bursar Hold?
A hold prevents you from registering for courses for the following term and from requesting official Walden transcripts.

How do I set up a monthly payment plan?
Monthly payment plans are offered through AMS TuitionPay. Plans are offered annually, quarterly, and on a semester basis. You can find out more information from your enrollment advisor or by visiting www.tuitionpay.com/walden.

What should I do if I do not receive a bill?
If you did not receive a bills shortly after you registered for courses, email billing@waldenu.edu immediately. Claiming you never received a bill months after it is due is NOT an excuse.

You may access your bill online anytime through the Student Services tab of your myWalden portal and clicking on “Account Summary by Term.” Your online bill will update in real time.
* Positive number = balance; negative number = credit/refund

*Please be advised that the tuition due date is the current academic term start date and it applies for all courses registered under the same academic term.

**Where can I find the tuition rate for my program?**
[http://inside.waldenu.edu/c/Student_Faculty/StudentFaculty_13166.htm](http://inside.waldenu.edu/c/Student_Faculty/StudentFaculty_13166.htm)

**How can I make an online payment?**
- Click on the Student Services tab of your myWalden portal
- Click on “Manage Your Account”
- Click “Pay Now” to make a payment (you will need to manually enter the amount)
If I am using financial aid, how do I select a refund disbursement option?

- Click the Student Services tab of your myWalden portal
- Click on Manage Your Account
- Click on Refund Disbursement tab
- You will be able to see your Refund Disbursement Summary, as well as update your Refund Disbursement Method.