

## Payment Policy

There are two payment pathways used by Acacia University students and applicants to pay their tuition and fees: student self-payment; and employer payment.

### **1. Student Self-Payment**

There are three payment options for students who are paying their own tuition and fees: mail-in check; credit card; or wire transfer:

#### **Mail-in Check:**

Acacia University accepts personal checks, traveler's checks, money orders issued by a bank, and cashier's checks. When mailing any form of check, please be sure to include the student's name and account number for accurate posting.

When paying by mail, please include the student's first and last name and other identifying information, such as the student ID number. Please send all communications to the following address. Allow up to ten days for your check to post to your account:

Acacia University  
2801 E Camelback Road, Suite 200  
Phoenix, AZ 85016  
USA

#### **Returned Check Policy:**

A service fee of \$20.00 will be charged for each check returned by a bank for any reason. Acacia University may refuse future payments by check from any student whose payment has been returned by a bank.

**Credit Card:**

Acacia University accepts Visa, MasterCard, Discover, and American Express. All credit card payments are subject to authorization by the issuing bank. If authorization is denied, payment cannot be processed. Credit card payments can be made online. Please click on "Make a Payment" when submitting your application or course registration document. Enter all payment information and submit. An email will be sent to you with confirmation that the payment was successful. Please retain a copy of the confirmation for your records.

**Wire Transfer:**

Wire transfer and electronic payments should be sent to the following account. Please ensure that the student's name and student number are included in the wire instructions:

Recipient: Acacia University

Bank: Bank of America

Address: 221 NW 21<sup>st</sup> Ave., Portland, OR 97209, USA

Account number: 485017023488

Routing Number: 323070380

Wire Transfers: 026009593 (paper and electronic)

International SWIFT codes: BOFAUS3NXXX (U.S. Dollars) and BOFAUS6SXXX (for foreign currency)

**Flexible Payment Plan**

Although Acacia's tuition is one of the most affordable in the world, some students may require flexibility in paying for their education. Accordingly, Acacia allows students to pay tuition charges in convenient monthly installments. This helps the student spread the tuition payments equally without interest or finance charges. This is not a loan, and the full tuition for the current session or semester must be paid before the end of the session or semester. This monthly payment plan is available to all students, regardless

of their financial need. In every case, the student is responsible for ensuring that all tuition and fee obligations are paid in full and on time.

## **2. Employer Payment**

Some students work for employers who pay tuition directly to the University as a professional development benefit. In this situation, the student should inform the Registrar's Office to arrange for timely payment, providing the name, email address, physical address, and telephone number of the employer's Human Resources or Benefits Office. Students whose employers wish to be invoiced for tuition should submit a billing authorization form to the Registrar's Office during the first week of class in lieu of course payment. Acacia will bill the employer. Any residual tuition or fees due will be billed to the student. In cases where the employer will reimburse the student for tuition, the student will be required to pay all tuition and fees according to our normal fee schedule. The student should then ask the Registrar's Office for a full accounting of all expenses and for documented proof of enrollment to facilitate the process of reimbursement.

If for any reason the employer does not pay the University's invoices in full and on time, the student will be responsible for all unpaid tuition and fees.