



# 2025-2026 Business Office Overview

Location: Luther Hall 212    Office Hours: 8:30 a.m.-4 p.m.  
Email: [businessoffice@wartburg.edu](mailto:businessoffice@wartburg.edu)    Phone: 319-352-8411

The Business Office is the main contact for student account information, tuition payments, student payroll, check cashing (up to \$200), notary service, and adding money to your All-Campus Spending (ACS) account.

**All communication from the Business Office will be directed to the student's Wartburg email address.**

## BILLING STATEMENT (Student Account)

Tuition, housing, food, and fees are billed in both Fall and Winter terms. Additional tuition, housing, or food charges for May Term will be based on the student's status during Winter term. See more detail in the May Term section on the reverse side.

- E-Statements are made available starting in July for Fall Term and in November for Winter/May terms. These can be accessed online through [my.wartburg.edu](http://my.wartburg.edu) and Transact at any time. **Paper statements are not mailed.**
- Student accounts are the responsibility of the student, and all billing communications are addressed accordingly. Students may grant Transact access to authorized users (such as parents, guardians, or other trusted adults). Business Office personnel do not have the rights to grant access. For more information, go to <http://www.wartburg.edu/business-office/#pay> and click on the Transact Instructions PDF under the Payment Options section.
- Financial aid, loans in process, outside scholarships, future monthly payment plan amounts and/or charges are applied to your student account when these are received.
- Finance charges of 1.5% per month (18% annual percentage rate) are assessed on balances older than 30 days.

Federal loans, including Direct and PLUS loans, cannot be disbursed to the student account until the appropriate paperwork is complete. If an outside scholarship is anticipated, please make sure it is forwarded to the Financial Aid Office by the first day of class.

## FALL TERM DATES

March-August	Receive financial aid award notification from Financial Aid Office to access Net Partner.
May-July	Receive information on student charges and the monthly payment plan.
	Receive student employment information.
July	Receive email to access student's Fall Term bill (charges, less estimated financial aid).
	Receive email to sign up for the monthly e-payment plan.
<b>August 25</b>	<b>Fall Term balance due.</b>
Sept. 3	Fall Term classes begin.
Oct. 29	Last day enrollment changes will result in adjustments to charges and financial aid.
November	2025-26 Winter/May terms class registration may be delayed/canceled if the student account is not paid or if the monthly tuition payment plan is not paid current to date.

## WINTER/MAY TERM DATES

November	Receive email to access student's Winter/May Term bill (charges, less estimated financial aid).
	Receive information on the monthly payment plan.
<b>Jan. 3</b>	<b>Winter Term balance due.</b>
Jan. 5	Winter Term classes begin.
<b>Feb. 28</b>	<b>May Term balance due.</b>
March 10	Last day enrollment changes will result in adjustments to charges and institutional/state aid.
February-April	Student account balances will be reviewed. If a student's account balance exceeds \$2,500.00 and they are not in an active and current monthly payment plan, then the student may have a financial hold/restriction placed on their account that could result in: <ul style="list-style-type: none"><li>• Cancellation of a May Term travel course.</li><li>• A hold on registration for 2026-27 classes.</li><li>• The removal of their preferred 2026-27 housing choice.</li></ul>
	Students dropped from May Term travel courses will be responsible for any nonrefundable expenses per their signed May Term Travel Financial Responsibility Form.
March 25	Last day enrollment changes will result in adjustments to federal aid.

## MONTHLY PAYMENT PLAN

Wartburg College provides students and families with a secure and easy way to set up an interest-free, monthly e-payment plan. This e-payment plan is designed to help families spread out the balance due. Students can add authorized users (such as parents, guardians, or other trusted adults) to the plan. Payment plan enrollment information will be emailed to students mid-July.

## MAY TERM

Tuition: No additional tuition charge if student was enrolled full-time for all of Winter Term  
Housing: No additional housing charge if student lived on campus for all of Winter Term  
Food: No additional food charge if student had a food plan for all of Winter Term  
Travel Course: Additional charge on student's account; this must be paid in full by Feb. 28 or registration may be canceled; some/all of the travel charges may be non-refundable; additional loans may be offered to cover the cost of this course.

## BOOK CHARGES

For enrolled courses, students will be allowed to charge the adopted course materials to their student account when ordering online at [Wartburg.TextbookX.com](http://Wartburg.TextbookX.com). They may charge up to \$1,000 for Fall (Aug. 1-Sept. 30) and Winter Term (Dec. 1-Jan. 31) and up to \$250 for May Term (April 1-May 3). Charges will be reflected on the student account within one week of purchase.

## STUDENT EMPLOYMENT

All full-time degree-seeking students are eligible to participate in the student employment program regardless of their Federal Work-Study (FWS) or Campus Employment (CE) eligibility. Students are responsible for securing their own on-campus job, with the assistance of the Student Employment Office, and working the respective number of hours per week to earn their full student employment award, as noted on their financial aid offer letter. These awards are not automatically applied to students' tuition accounts. Students will be compensated on the 14th of each month for hours worked in the previous month (i.e. Paid October 14th for hours worked September 1st-30th). Students are required to sign up for direct deposit, the student payroll deduction agreement, or a combination of both. No paper paychecks will be issued. Direct deposit is the electronic transfer of wages to a student's personal checking or savings account at a banking institution of their choice. The Student Payroll Deduction Agreement is the electronic transfer of a percentage (25%, 50%, 75%, or 100%) of wages to their student account each month. Finance charges will be suppressed for the duration of the payroll deduction agreement, as long as wages are being applied to their student account each month.

## OTHER LOANS

There are federal student loans such as Federal Direct Loans and Parent PLUS Loans. In addition, there are a variety of alternative student and parent loans that have helped many families cover the cost of education. See the Financial Aid website at [www.wartburg.edu/loans/](http://www.wartburg.edu/loans/) for more information about these loans.

## WITHDRAWAL FROM SCHOOL

When a student withdraws from Wartburg College, the withdrawal process needs to be completed with the Dean of Faculty's Office. If a student withdraws from classes during the current term before 60 percent of the term is completed, financial aid and charges will be adjusted according to the refund policy published in the Academic Catalog.

## OTHER INFORMATION

- The All-Campus Spending account is a college debit card (the student I.D. card). Students can load money onto and use in various locations on campus, including The Wartburg Store and dining facilities.
- Students should check their insurance coverage to ensure their personal property is covered.



*Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning.*