

W&M Bursar's Office



WILLIAM & MARY

CHARTERED 1693

What does the Bursar's Office do?

www.wm.edu/studentaccounts

- Apply charges/credits and payments to students' accounts
- Cashier's Office
- Prepare and provide eBills
- Manage Payment Plans
- Apply holds and late fees
- Process Third Party payments
- Process refunds
- Prepare 1098t
- Verify Authorizations
- Manage eServices

APPLY CHARGES and POST PAYMENTS

Charges

- Tuition and Fees
- Housing and Meal Plans
- Health Insurance
- Miscellaneous Fees (student health center, library, tutoring, ect.)
- www.wm.edu/tuitionandfees

Payments

- Check or Money Order
 - In-person payments at the Cashier's Office
- Flywire
- Electronic Check (checking/savings)
- Credit Card via PayPath
 - 2.95% service charge
 - Includes debit cards
- www.wm.edu/paymentmethods

eBills

www.wm.edu/ebillinfo

- Monthly statement available around the 10th of each month reflecting previous balances and activity since the last statement
- Due dates are the 1st of the following month
- Email notifications sent to students and authorized users
- Detailed statement available on eServices

1st Bill of Each Semester

Semester

Fall

Bill Date*

July 10 – 13th

Due Date*

August 1st

Spring

December 12 – 15th

January 3rd

Summer

May 10 – 13th

June 1st

* Dates are estimated. Weekends, holidays, or other issues can alter dates by 1 or 2 days

Payment Plan

- Current charges (tuition, housing, meal plans, etc.), minus any funding or expected funding, divided into 4 equal monthly payments
- Enrollment through eServices each semester
- Payment plan enrollment opens the same day the first eBill is available each semester & closes the last day of undergraduate add/drop

Payment Plan

- Fees - \$50 per semester enrollment fee and \$25 for each late payment
- Due Dates – The first of each month
- Scheduled payments vs manual payments
 - Scheduled Payments – Automatically withdrawn on due date from specified payment method
 - Manual Payments – Must be manually processed by user each due date
- For additional information, see: [Payment Plan](#)

Holds and Late Fees



- Balances **less** than \$100 will have holds that prevent obtaining transcripts or diplomas.
- Balances **over** \$100 will have holds that will prevent registration, adjustments to schedule, and obtaining transcripts or diplomas.
- Late Fees – For students who are **not** enrolled in the payment plan, late fees are assessed once a semester at 10% of your balance up to \$100.00

Third Party Payments

Outside Scholarship

- Process starts with the Bursar's Office. Send payments directly to the Bursar's Office or email award letters to bursar@wm.edu
- Payments can be sent directly to university
- Award Letters, without stipulations, can be memoed/applied as expected funding
- Unless otherwise stated, scholarships are split between the Fall and Spring semester
- Scholarship invoices are processed after add/drop
- Any W&M Scholarship questions or concerns should be directed to Financial Aid

Third Party Payments, cont.

Military Benefits

- Process starts with Veteran Benefits – vabenefits@wm.edu
- Benefits paid directly to the university will be notated on the student's account as expected funds
- Benefits must be confirmed each semester



Third Party Payments, cont.

VA 529

- Prepaid – Once student notifies 529 plan of intent to attend W&M, we will receive a report listing the student. Once we receive the report, we will post the benefit on the student's account as VA529 Prepaid funds. Prepaid will cover tuition and mandatory fees.
- InVest – Notify of intent to attend W&M. You can use your first eBill as backup. Payments are transferred directly to W&M

Out of State 529 plans

- Use your first eBill as your backup to submit to your 529 plan
- Payments can be mailed directly to the university
- Have 529 plan include the student's ID number

Refunds

www.wm.edu/refund

- If a student has a credit balance, a refund can be issued to the student
- Direct deposit vs check
 - Direct deposit is more secure
 - Direct deposit faster refund
 - Only student can set up direct deposit or request refunds
 - The student can list any bank account to receive the refund
- Direct Deposit can be set up using the 'Electronic Refunds' section in eServices
- All title IV credit balance will be refunded back to the student automatically
- Non-title IV credit balance can be refunded per the student's request. The refund request form is located on the Student Account webpage under Refunds – "Complete this online form to request a refund"
- Processed after the first day of classes

1098-T Tax Form

- 1098-T tax forms are processed in January and available prior to January 31st
- The tax form is not mailed but will be available on eServices to download
- Students must give authorized users permission to view the 1098-T
- For more information, see: [1098T Info](#)

Verifying Authorization

Passphrase

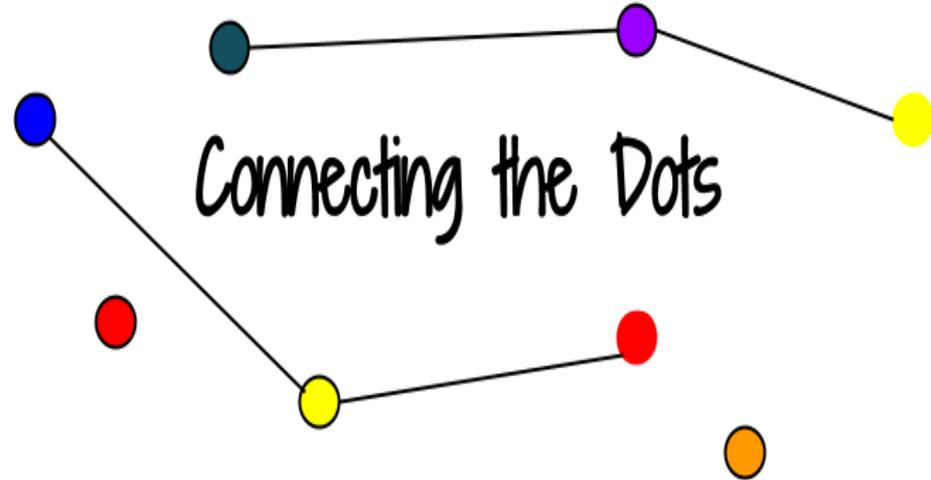
- Based on Federal FERPA regulations
- Required to communicate with our office in any manner.
- Requested by the student
- Sent directly to the person it was requested for
- Passphrase words are person specific
- Issues with passphrase? Contact Dean of Students

Authorized User

- Required to log into eServices
- The student adds the authorized user's e-mail in eServices under "authorized user" to initiate user to be set up
- Authorized user will have their own account login
- Issues with authorized user account? Contact Student Accounts

eServices

- eServices is the student and authorized user's access to all their student account information and services
- Once logged into eServices you can:
 - See your balance and expected aid
 - Access your statements
 - See account detail per semester
 - Enroll into the payment plan
 - Make payments by ACH or Credit/Debit Card
 - Set up direct deposit for refunds
 - Download the 1098-T tax document



For additional information please see: [eServices](#)

eServices

Announcement

- The first Fall 2022 semester eBill statement will be published July 11, 2022. You will see charges, financial aid and other data posted to your W&M Student Account beginning July 6, 2022. You may not see a complete picture of your account until July 11th when the statement is published. You and your authorized users will receive an email when your statement is available.*
- Your Fall 2022 semester bill will be due 08/01/2022.*
- The W&M Tuition Payment plan will also be available on the eBill date of July 11th.*
- Students please sign up for Electronic Refunds under 'My Profile Setup' to have your W&M Student Account credit balances refunded directly to your bank account.*

I would like to pay...

Select Option

Go!

Student Account

ID: xxxxxxxx

Balance	\$30,365.00
Estimated Financial Aid	\$4,144.00
Balance including estimated aid	\$26,221.00

View Activity

Enroll in Payment Plan

Statements

Your latest eBill Statement
(7/13/22) Statement : \$30,365.00

View Statements

Your latest 1098-T Tax statement
2021 1098-T Statement

View Statements

My Profile Setup

Authorized Users

Personal Profile

Consents and Agreements

Electronic Refunds

Term Balances

Fall 2022 \$26,221.00

Contact Information

Mailing address

William & Mary
Bursar's Office
PO Box 8795
Williamsburg, VA 2318-8795

Email Address

Bursar@wm.edu

Express or Carrier Service

William & Mary
Bursar's Office
262 Richmond Road
Williamsburg, VA 23186

Direct Phone Number

757-221-1220