

ADP BUSINESS OFFICE FACT SHEET

Find copies of this form at: <http://www.warnerpacific.edu/current-students/adp/dashboard>.

➤ QUESTIONS:

FAX: 503.517.1551

- For **student account questions or credit/debit card payments** via phone:
East Campus & Wilsonville Campus: AOD, BAC, BBA, BHCA, BHD Renee | 503.517.1559 | rjimenez@warnerpacific.edu
Vancouver, West & Tabor Campuses: AOD, BAC, BBA, BHCA, BHD Toni | 503.517.1561 | tkillough@warnerpacific.edu
Cascade Campus: AOD, BAC, BBA, BHCA, BHD Latasha | 503.517.1558 | lessien@warnerpacific.edu
Master's degree and returning students at all campuses: Renee | 503.517.1559 | rjimenez@warnerpacific.edu
For your safety, DO NOT EMAIL CREDIT CARD INFO.
- For **all other questions/inquiries**, please contact Juanita Cha to **schedule an appointment**:
 - Juanita Cha | 503-517-1317 | jcha@warnerpacific.edu
- For **Financial Aid questions** contact the Financial Aid Office:
 - 503-517-1564

➤ PAYMENTS:

Payments for tuition and books are due one week prior to each course starting. **It is the responsibility of the student to make each payment on time.** Any change from the selected payment plan must be requested in writing and submitted to the business office for approval. Students who are withdrawn for financial reasons will be responsible for paying their account in full before they may be re-admitted. Other fees (graduation fee, tutorial fees, etc.) charged to your account are due within two weeks of the invoice date. To ensure accurate processing of payments, please include your six-digit Student ID number along with the applicable course number or course name.

CASH PAYMENTS ARE NOT ACCEPTED

VISA, MASTER CARD, & DISCOVER CARD ARE ACCEPTED

The **PAYMENT DROP BOX** is located in the ADP East Campus reception area, on the wall directly opposite from entry.

Payments can be made by:

- Placing checks, money orders, cashiers checks, or credit/debit card auth. forms in the drop box.
- Calling in a credit/debit card payment (VISA, MASTER CARD, & DISCOVER CARD ARE ACCEPTED)
- Completing an auto-charge form to have your credit card automatically charged on the due dates
- Mailing checks to:
Warner Pacific College
Attn: ADP Business Office
2600 SE 98th Ave, Suite 200
Portland, OR 97266

➤ RECEIPT REQUESTS:

To access your student account online, please follow the instructions below:

1. Access the login page at the following Web site: www.mystudentaccount.org/warnerpacific.
2. During the initial visit to your online student account, you will need to click Register Here to obtain a password.
3. Provide the last six digits of your student ID. The email address will be the one you provided on your application when you enrolled. If you did not provide one, it will be your Warner Pacific email address. Your student ID number is located at the top of your degree plan as well as your transcript evaluation, or your student ID card. You will only use the last six digits of your student ID number.
4. An auto-generated password will be sent to your email address. You will then need to go to your personal email account to find the password and use that to log into your online student account.
5. Each time you sign in to access your account information, you will be asked for your password and student ID. Be sure to keep record of your student ID and your Password for future use.

Problems signing in to your account or obtaining your password? If so, please call the accounting office at 503-517-1550.

➤ EXCESS FINANCIAL AID FUNDS:

The Business Office will audit your account when financial aid funds are posted to determine if you are eligible to receive a refund check. If you are eligible a check will be processed and mailed within 14 days from the date the disbursement posts to your account. **Please allow the full 14 days for processing before calling to check the status of your refund check.**

PLEASE NOTE: All refund checks are an estimated excess amount. If book costs change or you withdraw, drop, or add classes after you have received your estimated refund check you may owe money to Warner Pacific College.