



# WARNER PACIFIC COLLEGE

## Payment Policies and Information (ADP)

### Payment Information

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 Students who are withdrawn for financial reasons will be responsible for paying their account in full before they may be re-admitted.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:

1. Placing checks, money orders, cashiers checks, or credit/debit card auth. forms in the drop box or class pouch.
2. Calling in a credit/debit card payment (VISA, MASTER CARD, & DISCOVER CARD ARE ACCEPTED)
3. Completing an auto-charge form to have your credit card automatically charged on the due dates
4. 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: <https://warnerpacificselfservice.topschoollive.com>.
2. During the initial visit to your online student account, you will need to provide your student ID (last six digits) and e-mail address to obtain a password. 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 need the last six digits of your student ID number.

3. An auto-generated password will be sent to your email address. Each time you sign in to access your account information, you will be asked for your password and student ID.

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

**Requesting Financial Aid Excess Funds:**

If your financial aid award exceeds your cost of tuition, fees and books, you may be eligible for a refund check. Check your student account three days after your estimated disbursement date to see if your funds have posted to your student account. If your funds have posted to your account, the business office will audit your account and automatically mail you an excess funds check within 14 days. The refund check will be mailed to the address on record. 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.