

Business Office Procedures for Payment

Tuition and fees

Webster students have one account with the university to which all their tuition, housing and any other fees are charged. Textbooks and other campus services (library, fitness, events) are included. See our [tuition page here online](#) for a full list of inclusions.

All tuition and fees are payable in Swiss Francs (CHF) only. Tuition should be paid before the beginning of each semester—at the latest, by Friday of the first week of classes.

For those living in university housing, those fees should also be paid for in advance for each semester. (Please consult housing@webster.ch for details concerning rental charges if you need the rates).

Undergraduate (bachelor) students

Full-time students:

For the purpose of invoicing, a bachelor student is defined as “full-time” if registered for 12 – 18 credit hours at any time for a semester. The university has two 16-week semesters per year. All full-time students are subject to a flat fee, even if they withdraw to fewer than 12 credit hours. For the 2021/22 year, the cost of a semester’s tuition for a full-time student is **CHF 17,140.*-**.

Any additional credit hours in excess of 18 credits (maximum in the full-time rate) will be billed at a rate of **CHF 1070.- per credit**. The flat fee includes the cost of text books. Additional fees such as lab fees and study trip fees are not included in flat fee and will be billed separately.

Bachelor students who take less than 12 credits – including those who begin studies in October instead of August – are considered ‘part-time’ for the purposes of billing for that term. Part-time students are billed per credit hour at CHF 1,070 per credit (so each 3 credit course = CHF 3,210).

The Fall semester includes some courses that are 8-weeks long (during the Fall 1 or Fall 2 ‘half-semester’). The Spring semester also includes the Spring 1 and Spring 2 terms, each of which is 8-weeks long). For the 2021/22 year, each 3-credit bachelor course is billed at **CHF 3,210.-***.

The University also offers one 8-week Summer term. Students registered for optional courses in the Summer term are billed. For the 2021/22 year, each course is billed at **CHF 3,210.-***.

Graduate students

Tuition for graduate students is billed per course every term. Graduate students are defined as “full-time” if registered for two courses in each of the terms (Fall 1 and Fall 2 terms, Spring 1 and Spring 2 terms and the Summer term). All master students are billed per course. For the 2021/22 year, each 3-credit course is billed at **CHF3,240.-***.

The cost of textbooks is included in the tuition price. This policy does not cover the cost of textbooks for online courses. Please note that exceptional costs such as lab fees or field trip expenses are not included in the tuition fee and will be billed separately.

** Please note that tuition and fees are subject to change each academic year, as determined by the Foundation Board. Any changes would be announced well in advance of the following academic year (before registration begins). Changes to tuition rates would take effect in summer term. Note: there was no change in tuition from 2019-20 to 2021-22.*

Payment procedures***Payment policy***

It is the university's policy that students are responsible for their bills. This responsibility includes reviewing the bill upon receiving it and ensuring that payments are made by the due date. Students who do not pay their own bills must make sure that their parents and others who have agreed to pay have access to the bill. Tuition and other fees must be paid in full in order for students to register for each new term. Registration may be denied to those students whose bills are not fully paid by the established deadlines. No diplomas or transcripts may be released until all debts to the University are paid in full.

Sponsorship

Organizations, individuals and third party sponsors paying for a student's educational expenses at Webster are requested to submit a statement of financial responsibility. The Business Office will send invoices directly to sponsors.

Payment Plans

The University offers a payment plan to eligible students to pay tuition and fees in installments as agreed with the Senior Accountant at the Business Office. Any outstanding balances from the previous term must be paid in full by the due date agreed. Students who are negligent in making their payments as agreed may not be permitted to use the plan in subsequent terms.

Payment methods

Tuition and fees may be paid for using one of the three options listed below:

1. Bank Transfer/e-banking*

Bank Name: UBS SA
Address: UBS SA, Rue de la Confédération 2, 1204 Geneva
Beneficiary Name: Fondation Webster
Account number: 240-290052.00A
IBAN Code: CH98 0024 0240 2900 5200 A
Swift (BIC): UBSWCHZH80A

* Please *include* all bank fees / charges in your transaction (add them to the invoice)

*** Please indicate the student's name and STUDENT ID# on the payment****2. Credit Card**

American Express, MasterCard, Visa etc. are accepted. Please note that credit card payments can only be made physically in the Business Office. Credit card information offered by telephone or email is not accepted.

3. Bulletin de versement (BVR)/payment at the post office

Pink Post Office payment slips are available in the Business Office or at the reception. Please indicate the student's full name and ID number on the payment slip. A confirmation of the payment must be given to the Business Office once the payment has been made.

Please note that the University does not accept any payments in cash.