

## **Enrollment Agreement** (to be submitted when sending your tuition deposit)

Congratulations again on your admission—and thank you for taking this step to secure your place at Webster University Geneva!

Your tuition deposit supports both family and university planning. It will initiate some activities (academic registration to courses, a visa attestation letter for those who need to reside in Geneva on a student visa and planning for your Orientation program ahead).

### **Deposit Refunds**

The tuition deposit is considered refundable up to 8 weeks prior to the term, and thereafter only under certain conditions (see [Deposit & Refund policy](#)), yet it will otherwise be applied to your student account and will appear as a credit toward your first term/semester invoice.

### **Billing Expectations, Deadlines and Financial Obligations**

About 6 to 8 weeks prior to the term, our Academic Advising office will begin reaching out regarding course registration. About 1 month prior to the start of courses, you will receive your first invoice by email from the Business Office.

Your invoice depends on your status (full-time or part-time, bachelor or master), and is requested to be paid in advance of the term. The final deadline for payment is Friday of Week 1 of the term (see [tuition fee schedule](#)). You will be reminded of these terms when the invoice is generated. See also Business Office [procedures for payment](#) for more details.

### **Changes in Schedule, Drop/Add and Withdrawals**

Finally, students at Webster have the right to change (drop/add) courses to their schedule *through and including* the Friday of the first week of the term. If you choose to drop your full schedule, your tuition invoice will be cancelled, and you will only forfeit your deposit.

After the first week of courses, your commitment to your course schedule is considered final. Webster has Academic Withdrawal policies as well as financial obligations for courses you attend (see [Withdrawal policy](#)). These will be further explained at New Student Orientation.

### **Data Privacy Reminder**

I agree that the details of my admissions application and other related information I provide will be used for the purposes of enrollment at the University. I understand that Webster University follows applicable privacy and information security laws and regulations, and that the personal data I provide is subject to [Webster University's Student Privacy Notice](#).

Student Name (type or print) \_\_\_\_\_

Student signature \_\_\_\_\_

Student ID # \_\_\_\_\_ Date \_\_\_\_\_

Please complete (sign & scan) this document deposit to [geneva.businessoffice@webster.edu](mailto:geneva.businessoffice@webster.edu)