

## **Business Office Payment Procedure**

### ***Tuition and fees***

Students have one account with the university to which all their tuition, housing and other fees are charged. All tuition and fees are paid in Swiss Francs (CHF). Tuition should be paid before the beginning of each semester and, by the latest, at the end of the first week of the term. Housing should also be paid for in advance for each semester. Please consult the housing catalogue for details concerning rental charges.

### ***Undergraduate students***

A 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. The Fall semester includes the Fall 1 and Fall 2 term, each of which is 8-weeks long. The Spring semester includes the Spring 1 and Spring 2 terms, each of which is 8-weeks long. All full-time students are subject to a flat fee, even if they withdraw to fewer than 12 credit hours. For the 2024/25 year, the cost of a semester’s tuition for a full-time student is **CHF 17,500.\***-. Any additional credit hours in excess of 18 credits will be billed at a rate of CHF 1,100.- 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.

The University also offers one 8-week Summer term. Students registered for courses in the Summer term are billed per credit. For the 2024/25 year, each course is billed at **CHF 3,300.\***-.

### ***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). For the 2024/25 year, each course is billed at **CHF 3,300.\***-. 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 every Summer term.**

## **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 by 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  
IBAN Code: CH98 0024 0240 2900 5200 A  
Swift (BIC): UBSWCHZH80A

\* Please increase the amount you pay by the appropriate bank fees / charges

\* **Please indicate the student's name and 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.

#### **3. Flywire**

Flywire provides a secure global payment network  
The payment link: <https://webstergeneva.flywire.com>

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