# **Bursar Office**



### What we do

The W&M Bursar's Office is available to assist you with questions or payments on your student account. We provide a variety of services, including:

- Apply charges to student accounts (Tuition and Fees, Room & Board, Health insurance, Mics. Fee)
- Accept tuition, fees, and housing payments
- Manage tuition installment payment plans
- Issue student account refunds
- Process third party payments and outside scholarships, including military benefits, 529 plans
- Prepare and deliver eBill statement notifications

### Payment Plan

The plan distributes the charges on student's account into 4 equal payments during Fall and Spring semesters. \$50 enrollment fee per semester.

### **Holds**

A restrictive hold is placed on the student's account if there is a past due balance of \$100.00 or greater, preventing registration for upcoming semester.

# eServices—Manage your W&M student account activity online through eServices

- Account Activity: View all charges, payments, and financial aid (authorized or disbursed) account by term
- ♦ **Statements**: View and print monthly eBill statements and 1098T tax form.
- ♦ Make a Payment: make or schedule a full or partial payment towards your account balance.
- ♦ Payment Plans: Enroll in a payment plan to pay your account balance in 4 installments
- ♦ **Refunds**: Add a bank account for electronic direct deposit of student account refunds
- Authorized Users: give others permission to view and pay on your account, and set up payment plans.

Access W&M eServices via the Banner/myW&M portal. www.wm.edu/eservices

#### eBill

The Bursar's Office generates monthly eBill statements for any account with a previous balance or with new activity. Payment is due in full by the due date on the statement, around the 1st of the following month.

## Payment methods

In Person: Checks, Money Order, Cash

<u>Electronically:</u> ACH, Credit/Debit card (2.95% convenience fee)

International payment: FlyWire

### Contact us:

Student Accounts (757)-221-1220 <u>bursar@wm.edu</u>
Cashier's Office (757)-221-1227 <u>cashier@wm.edu</u>

Mail to: William & Mary/Student Accounts

P O Box 8795

Williamsburg, VA 23187-8795

Visit us: Bursar's Office, 108 Blow Memorial Hall

262 Richmond Road Williamsburg, VA 23186

Office hours: Monday-Friday 8:00 am—12:00pm 1:00pm—4:00pm

