



A full list of policies related to tuition and fees is located in the current City University of Seattle Catalog available on the public website (www.cityu.edu).

Tuition and Fee Due Dates

Tuition is due the 20th of the month prior to the month in which the course begins. All fees are due at the time they are incurred. Students are responsible for purchasing course materials and textbooks separately.

Paying by Mail

When paying by check, please make your check payable to City University and include your student number on the check.

All students except for Canadian students send payment to:

City University
Attn: Business Office
521 Wall Street
Suite 100
Seattle, WA 98121

Canadian Students send payment to:

City University
789 W Pender St., Suite 310
Vancouver, BC V6C 1HR

Paying by Credit Card, Debit, or Electronic Check

Students may make payments by credit card, debit card, or electronic check through the Student Center (located on the Student Dashboard in the my.cityu.edu portal). Students opting to use credit and debit cards will be charged a handling fee. There is no charge for paying by electronic check.

Paying by Fly Wire

International students needing to pay by Fly Wire, please contact your advisor for more information.

Payment Plans

Payment plans are available for students attending in the U.S. or Canada. Students attending in the U.S. may create a payment plan prior to the registration deadline through the Student Center (located on the Student Dashboard in the my.cityu.edu portal). Students in Canada who wish to create payment plan should contact their enrollment advisor for more information.

Returned Check Handling Fee

If, for any reason, a check made payable to City University is returned or found uncollectible, the tuition (or fees) affected will be deemed unpaid. In addition, the University imposes a handling charge of \$25.00 on all “NSF” or uncollectible checks.

Past Due Accounts

Tuition is due the 20th of the month prior to the month in which a course begins. Other fees are due at the time they are incurred. If, however, for some reason a part of the tuition and fees remain unpaid on the day following the 20th of the previous month, the student will be assessed a carrying fee of one percent of the unpaid balance per month.

Delinquent accounts may be referred to a commercial collection agency and may be reported to national credit bureaus. If, for any reason, an account is sent to collections, a collection fee of \$50.00 will be assessed to the student’s account. All costs, expenses, and fees (including, but not limited to attorney fees, court costs, and other out-of-pocket expenses) incurred by City University in collection or attempting to collect a past-due account are the responsibility of the student, and shall be charged to the student’s account.

Restrictions

A hold will be placed on any student account if a balance remains after the tuition due date for the current quarter or if there is a balance remaining after receiving third party payments. The University further reserves the right to withhold grades, statement of honorable dismissal, transcript of record, diploma, or withhold the right of registration for a subsequent quarter or course, until all outstanding charges have been paid and the student’s account has been cleared. City University reserves the right to cancel the enrollment of any student failing to meet the financial obligations incurred by registration. Such action may not, however, cancel the financial obligations the student incurred by virtue of enrollment.

The University will also exercise the aforementioned rights if any student loan account is found to be delinquent or past-due.

Tuition Reimbursement and Third Party Billing

The tuition of many City University students is paid by their employers through company tuition payment programs. Students are encouraged to check with their employers to find out whether such a program is available to them.

An employer may offer tuition reimbursement or direct billing. Students receiving tuition reimbursement must pay for their tuition and fees according to City University financial policies and apply for reimbursement through their organization. Employer reimbursement of tuition directly to a student does not constitute an authorization for employer billing by City University. Direct billing is confirmed by means of a letter or voucher authorizing subsequent billing. Such letters or vouchers must be presented at time of registration. Any portion that is not covered by the student’s employer becomes the student’s responsibility and is due according to City University financial policies.

All grades, transcripts, diplomas, and certificate are subject to being withheld until payment in full is received from the third party payer.

Military Tuition Assistance Programs

U.S. active duty and reserve military students are eligible for several types of tuition assistance through their federal veterans’ benefits. The City University Veterans Affairs Office, an educational advisor at the Department of Veterans Affairs, or an education advisor at a military station can provide further information.