EMORY & HENRY COLLEGE

IMPORTANT INFORMATION REGARDING STUDENT ACCOUNTS

All student accounts must be accessed through WebAdvisor. Student account statements are not mailed. Account balances are due in full for the fall semester by August 1st and for the spring semester by January 1st, unless you are enrolled in the Tuition Payment Plan*. There is a $500.00 late fee for accounts not paid by the first day of class. If any outside scholarships or a prepaid tuition plan is not reflected on your account, please let the CSA Office know as soon as possible before the deadlines by calling (276) 944-6105 or toll free (866) 794-0010.

All financial aid work must be completed well before the balance is due for each semester. This includes on-line as well as paperwork for loans for you and/or your parent. Students must either share their WebAdvisor account ID and password with the persons responsible for payment of their account or be responsible for sharing account information so that the account is paid in a timely manner.

A list of estimated charges is included in this flash drive and can be found on the College's website. This, along with the award letter, can be used to help plan your budget. The statements are based on registration so if your registration is in progress, the CSA Office can provide you with an estimate of your account balance. Contact the CSA Office if you need help in calculating your statement based on student charges (tuition, room and board) less pending financial aid (see award letter). The official statement for fall charges should be available on WebAdvisor after July 1st and for spring charges after December 1st.

INSTRUCTIONS TO VIEW BILL AND PAY ONLINE

- Go to www.ehc.edu
- Click on "Current Students"
- Look for "CSA Resources" and click on "WebAdvisor"
- Log in to WebAdvisor with password and select "Student Menu"
- Select "View/Pay My Bill" – Balance for term will be displayed
- To view statement in detail, click "D" in drop down box
- To pay account on-line with a credit card, click "P" in drop down box and enter credit card information

You may pay your account using Visa, MasterCard, or Discover on-line through WebAdvisor or call the CSA Office at (276) 944-6105. You can also mail a check to reach the CSA Office at PO Box 947, Emory, VA 24327 by the deadline.

* Note: The Tuition Payment Plan is administered by Advanced Education Services and allows you to make payments to cover your balance in monthly installments with a small one-time enrollment fee added. Additional information is available in a separate file on this flash drive, or through a link from this webpage: http://www.ehc.edu/current-students/.