Payment Directions for PEP Staff Registration

Payment Page:

1. **Under Method of Payment select “Non-WU employees” option:**

   ![Payment Form](image)

   - **Non-WU Employees**
     - Employer tuition reimbursement
2. Complete information for Step 1 only. Steps 2 and 3 do NOT need to be completed.

3. Click “I agree,” and then “Add Method of Payment”: 

- Enter Method of Payment - Employer Assistance for Non Wash U. Employees
- Complete Step 1: Fill out the information.
- Step 2: Submit a signed letter from your employer on company letterhead detailing your educational benefits.
- Step 3: Submit a completed Intent To Pay Form.
- Check the box to agree and click “Add Method of Payment.”
4. Your total due should now be zero. Click “Continue Checkout.”
5. Answer the course usage question(s), and then select “Process Registration.” It may take up to 72 hours for processing. You should receive an email notification when you have been enrolled.

### Process Registration

#### Pending Approvals

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL2018</td>
<td></td>
<td>Your registration will be processed upon receipt of Third Party Reimbursement documents from your employer.</td>
<td>Approval Needed</td>
</tr>
</tbody>
</table>

Some type of authorization or paperwork is required in order for us to process your registration. A representative from University College will contact you by telephone or e-mail within 72 hours to confirm your registration or to verify the status if the approval has not been finalized. A charge will not be made to your credit card or electronic check until your registration has been approved. In some cases, registration cannot proceed until we have received payment or documentation from you.

#### Course Usage

Are you currently a student at another college or university where you plan to use these courses to satisfy a degree requirement?

- [ ] Yes
- [x] No

If yes, please enter your primary college or university:

[ ]

To complete your enrollment you must click the Process Registration button.

- [ ] Change or add payment options
- [ ] Cancel this registration. All course selections and payment options will be deleted.

If you have not heard from us within 72 hours, call 314-935-6700. You may hand deliver or mail payment or forms to:

**University College**

Campus Box 1085
Washington University in St Louis
11 N. Jackson Rd, Ste. 1000
St. Louis, MO 63105-2153
Attn: Registration