

THE PROCESS

WHERE TO MAIL PAYMENTS

If you are paying with a 529 account, you do not need to sign up for a payment plan.

Please request your 529 funds once per quarter.

Account holders should contact their 529 plan provider to request a withdrawal from their account, and a physical check will be mailed to Student Financial Services for processing. Seattle University is not set up to receive electronic transfers (ACH) from 529 accounts.

Payments may be mailed to:

Student Financial Services
Seattle University
901 - 12th Avenue
PO Box 222000
Seattle, WA 98122

Please ensure that the student's name and Seattle University ID are noted on the check.

Checks must be payable to: Seattle University

A couple of important notes:

- SFS recommends requesting a 529 withdrawal at least 2-3 weeks before the quarter's tuition due date.
- SFS processes checks and the funds are credited to the student's account on the same day they are received.
- If processing a check creates a credit balance on the student's account, that balance will be refunded to the student as a credit balance refund (after a 21-day holding period).



