



Financial Transactions with Alderson Broaddus University

From places outside the United States

ALL TRANSACTIONS MUST BE IN UNITED STATES DOLLARS

The fastest way is to pay by credit card.

Simply call our toll-free number at 1-800-263-1549 and we will walk you through the steps and process your card the same business day. **Note that there is a 2.75% charge on all credit card transactions.**

Certified Check

No personal checks will be accepted on non-US banks! You can mail a certified check to the Business Office. Processing may take a couple of weeks. Please send it a way where you can get a tracking number on a parcel. We receive regular deliveries from FedEx and UPS.

The check should be made payable to Alderson Broaddus University and be sent to: Alderson Broaddus University, Business Office Box 2004, 101 College Hill Drive, Philippi, W 26416, USA

Wired Funds.

Western Union.

For your convenience, we now have a Western Union account. Please see the international web page or contact the International Student Coordinator for instructions.

From any bank.

Use these instructions for wiring funds from outside the U.S. Contact the Business Office at 304-457-6340 if you are wiring funds from within the United States.

Student Name and Battler Number	Contact AB if the number is not on acceptance letter.
Sender	Sender's Name and Account Number
Intermediary Bank	Bankers Bank of Kentucky 107 Progress Drive, Frankfort, KY 40601
Intermediary Bank ID #	FW083901896
Beneficiary Bank:	Premiere Bank 300 State Street, Madison, West Virginia 25130
Beneficiary Bank Identifier:	FW051504571
Beneficiary Bank Account Number:	203159
Swift Code	FW083901896
Beneficiary Name:	Alderson Broaddus University
Beneficiary Account (AB account number):	341000045
Details of Payment/Originator to Beneficiary Info:	sender's reference information.

Installment Payments

If you cannot pay the entire semester at one time, or if you are receiving monthly subsidies, you must set up an account with our authorized third parties. This is done entirely online through Nelnet at www.nelnet.com. There will be a nominal fee for this service. Contact the Business Office if you need additional help at 1-800-263-1549.

Late payments: Students will not be allowed to register for the next semester until their bill is within \$100 of being satisfied. For international students, if the bill is not satisfied by the end of a semester, it could mean the revocation of your F-1 student status. Contact the Business Office or the International Student Coordinator if you have a financial problem.