



Central Washington University

LEARN. DO. LIVE.

Student Accounts

Our mission:

- Operate efficiently to provide excellent customer service for students, parents, university departments, and third parties.
- Provide our customers with accurate and timely account information, efficient and secure means to collect and process all payments, refunds, printing and distribution of checks, and recovery of delinquent balances due.
- Ensuring the timely deposit of funds, and safeguarding Central Washington University's assets.

Student Accounts

Bouillon Hall 110

(509) 963-3546

StudentAccounts@cwu.edu

Cashiers

Bouillon Hall 101

(509) 963-2224

cashiers@cwu.edu

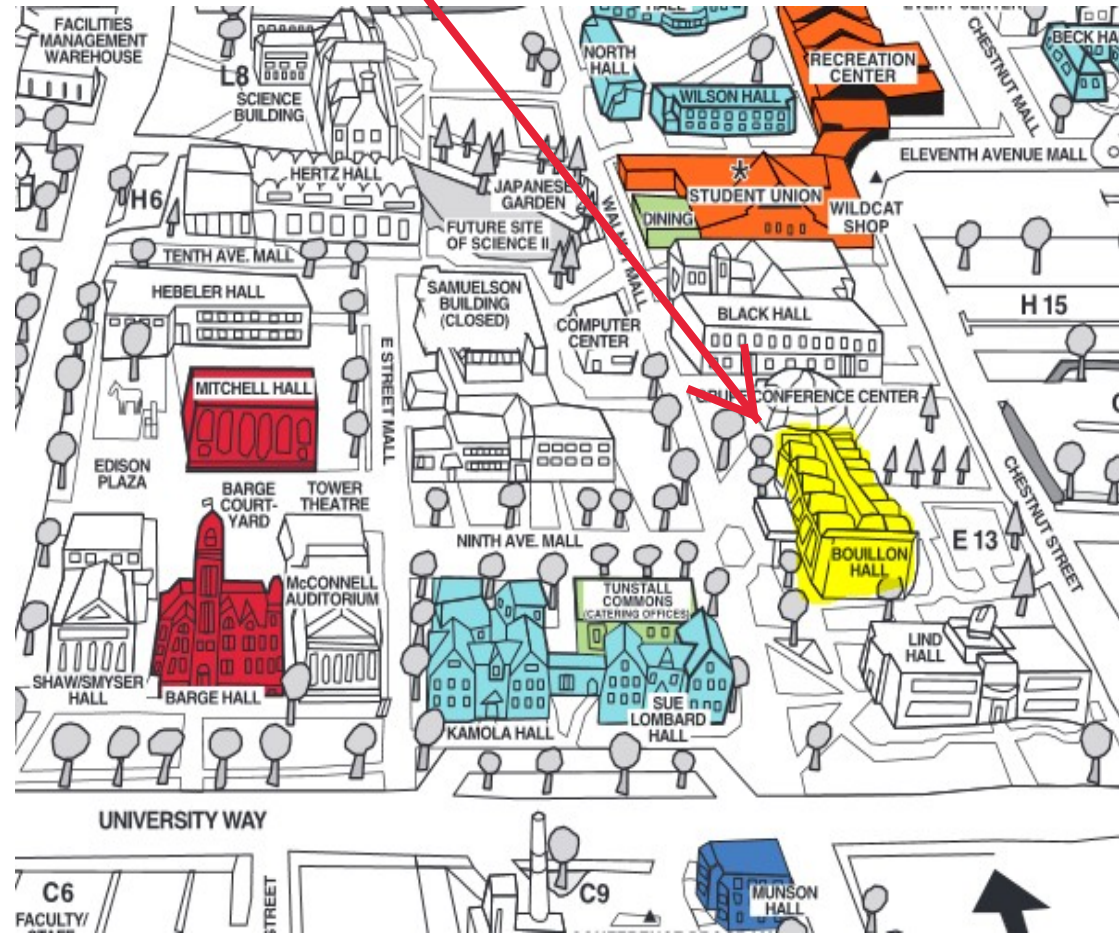
Monday – Friday: 8am to 5pm

www.cwu.edu/Student-Accounts



Student Accounts and Cashiers are located on the first floor of Bouillon Hall.

Offices Located Here



Student Accounts - What We Do

Answer questions about student accounts

- ✓ Release of Information Form

Billing Statements

- ✓ Students emailed weekly if any new activity on account.
- ✓ Paper statements mailed each quarter, after Add/Drop ends. Can make payments before statement is received.
- ✓ Tuition/Fees due 5th day of classes each quarter.

1098t Forms

- ✓ Social Security Number on file with Admissions
- ✓ Updated address on your MyCWU

Assist with Guaranteed Sources & GET funding

Assist & Advise students with student account holds

Cashiers – What We Do

Take Your Payments

- **In Person** : Check, money order, debit, credit, or cash
 - **On-Line** : Credit cards * (Visa/MasterCard/Discover) & E-checks via Web
 - Always identify your payment with your NAME and STUDENT ID#
- ✓ Tuition, Fees & other Course Related Charges
 - ✓ Room and Board
 - ✓ Bookstore
 - ✓ Recreation Center
 - ✓ Library
 - ✓ Late Registration & Late Payment Penalties or Fines
 - ✓ Student Health Center Service Charges

***2.85% convenience fee charged by credit card servicer (not CWU) on total amount of payment with all online credit/debit payments.**



Easy steps to utilize your GET FUNDS

1. Log into your online GET account.
2. Select the account you want to use.
3. Choose to “Use Units”.
4. Review your available unit balance and click “Use Units”.
5. Tell GET your student is attending CWU and how much money you are requesting. Be sure to select the correct quarter in which you want to use the units. Indicate whether you want the payment to go to “tuition and fees” or “books and supplies”.
6. Request where you want the funds sent.
 - a. If tuition has not already been paid, you can have the funds sent right to CWU
 - b. If you have already paid the tuition, you can request a reimbursement as the GET account owner.
7. Allow up to TWO weeks for GET to process the payment

[www.cwu.edu/
student-
accounts/ GET-
funding](http://www.cwu.edu/student-accounts/GET-funding)

Payments / Account Info / 1098-Ts

My Page

Personalize [Content](#) [Layout](#)

Holds and To Dos

Holds	To Do List
-------	------------

Tasks

No Task(s) entries found.

[Add a Task](#) [Show All/Enhanced...](#)

Service Outages and Closure

[Outages and Closures](#)

- Network Outage for Wenatchee Center
- Service Outage at Moses Lake Center Wednesday, December 2.

[More...](#)

[Feed](#)

[View All Articles and Sections](#)

Academic Toolbox

Class Search	My Academics
My Enrollment	My Planner
My Academic Requirements	Student Center

Admission Toolbox

Accept Admission	Application Status
Evaluate My Transfer Credit	View What-if Report

Applications

Canvas	Faculty180
PeopleAdmin	Connection Card Balance
TheCIS Dashboards	Qualtrics
Faculty/Staff Outlook	Student Outlook
Disability Services Portal	SEOs
Wildcat Career Network	CLA Online

Financial Toolbox

Accept/Decline Awards	Account Inquiry
View Financial Aid	Make a Payment

Other Links

Advising Resources	Make a Payment (Credit Card)	Make a Payment (E-Check)
University Catalog	Classes and Calendars	Dining
Health & Wellness	Housing	Scholarship
A to Z CWU.edu Search	Graduate Studies	SURC
Wildcat Shop	Library	Online Forms
ResNet	Report Behaviors of Concern	CWU Service Desk
Online Learning Resources	Map-Works	

How to Make a Payment Online

Step 1 – Choose the “Make a Payment” Option in your Financial Toolbox

The screenshot shows the MyCWU website interface. A red arrow points from the top right towards the 'Financial Toolbox' widget. The 'Financial Toolbox' widget is highlighted with a red border and contains the following items:

Accept/Decline Awards	Account Inquiry
View Financial Aid	Make a Payment

Other visible widgets include:

- Holds and To Dos:** Holds, To Do List
- Tasks:** No Task(s) entries found.
- Service Outages and Closure:** Outages and Closures, Network Outage for Wenatchee Center, Service Outage at Moses Lake Center Wednesday, December 2.
- Academic Toolbox:** Class Search, My Academics, My Enrollment, My Planner, My Academic Requirements, Student Center
- Admission Toolbox:** Accept Admission, Application Status, Evaluate My Transfer Credit, View What-if Report
- Applications:** Canvas, Faculty180, PeopleAdmin, Connection Card Balance, TheCIS Dashboards, Qualtrics, Faculty/Staff Outlook, Student Outlook, Disability Services Portal, SEOs, Wildcat Career Network, CLA Online
- Other Links:** Advising Resources, Make a Payment (Credit Card), Make a Payment (E-Check), University Catalog, Classes and Calendars, Dining, Health & Wellness, Housing, Scholarship, A to Z CWU.edu Search, Graduate Studies, SURC, Wildcat Shop, Library, Online Forms, ResNet, Report Behaviors of Concern, CWU Service Desk, Online Learning Resources, Map-Works

How to Make a Payment Online

Step 2 – Choose the “Make a Payment” Option

The screenshot shows the 'My Account' section of the CWU online payment portal. The 'Payments' tab is selected. The page includes a navigation bar with 'Account Activity', 'Personal Profile', 'Payment Methods', 'Agreements', and 'Authorized Users'. On the left, there are sections for 'Account Alerts' (No alerts at this time) and 'Announcements' (Welcome!! To the new this is how we do things payment system!). The main content area shows 'My Account' details, including 'Current Account Status' for a 'Student Account' with a balance of \$124.23, estimated financial aid of \$33.33, and a balance including aid of \$90.90. Below this, a red box highlights the 'Make a Payment' button, with a red arrow pointing to it from above. A 'View Account Activity' button is also visible. At the bottom, 'Term Balances' for 'Fall 2015' are listed as \$40.90.

Current Account Status	
Student Account	
Balance	\$124.23
Estimated Financial Aid:	\$33.33
Balance Including Estimated Aid:	\$90.90

Term Balances	
Fall 2015	\$40.90

How to Make a Payment Online

Step 3 – A Payments Screen will pop up, choose the “Make a Payment” again

The screenshot shows the 'Account Payment' section of a web application. At the top, there are navigation tabs for 'My Account' and 'Payments', with 'Payments' selected. Below this are sub-tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and contains a table of account status information. Below the table are two buttons: 'Make a Payment' and 'View Account Activity'. The 'Make a Payment' button is highlighted with a red box, and a red arrow points to it from the text above. Below the buttons are sections for 'Payment Plan Installments' and 'Pending Payments', both indicating that there are no current installments or pending payments.

Current Account Status	
Student Account	
Balance:	\$124.23
Estimated Financial Aid:	\$33.33
Balance Including Estimated Aid:	\$90.90

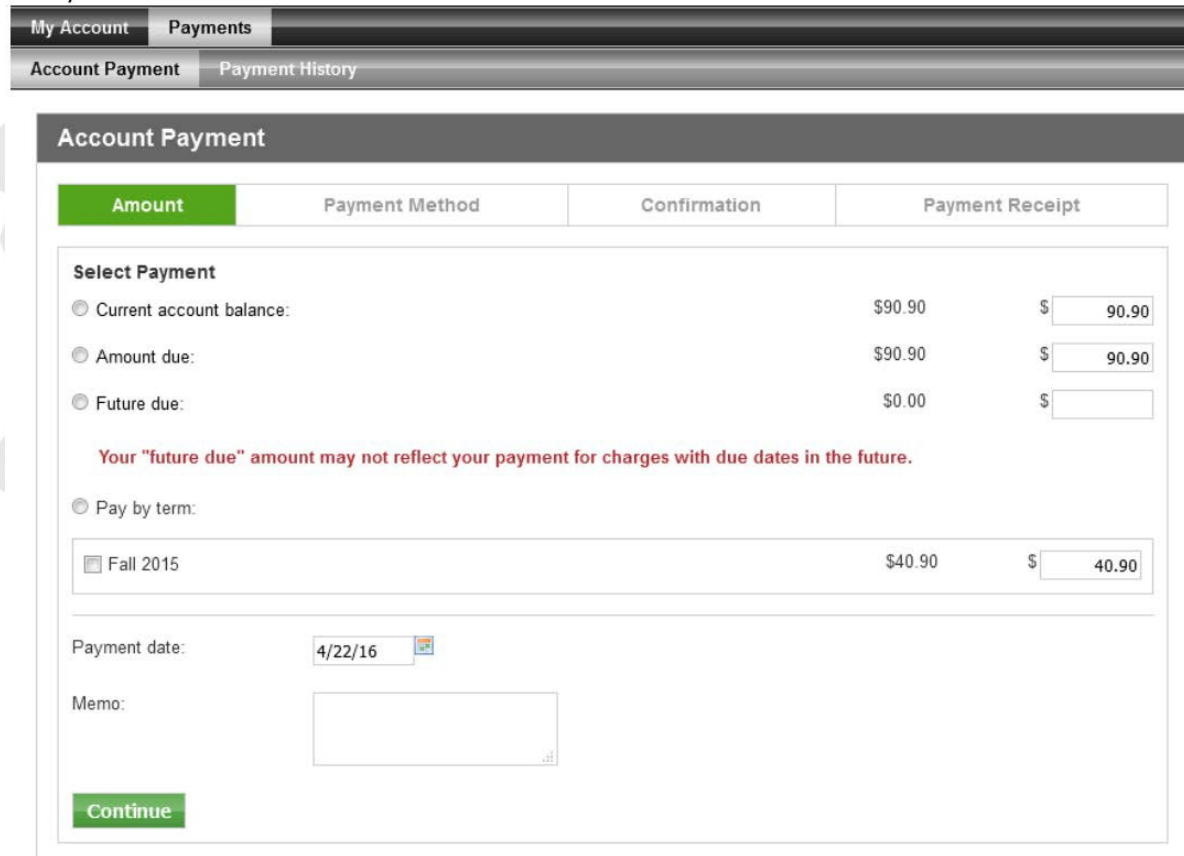
[Make a Payment](#) [View Account Activity](#)

Payment Plan Installments
You have no payment plan installments at this time.

Pending Payments
No payments have been set up.

How to Make a Payment Online

Step 4 – Select how you would like to pay (Current account balance, amount due, future due, or by term)

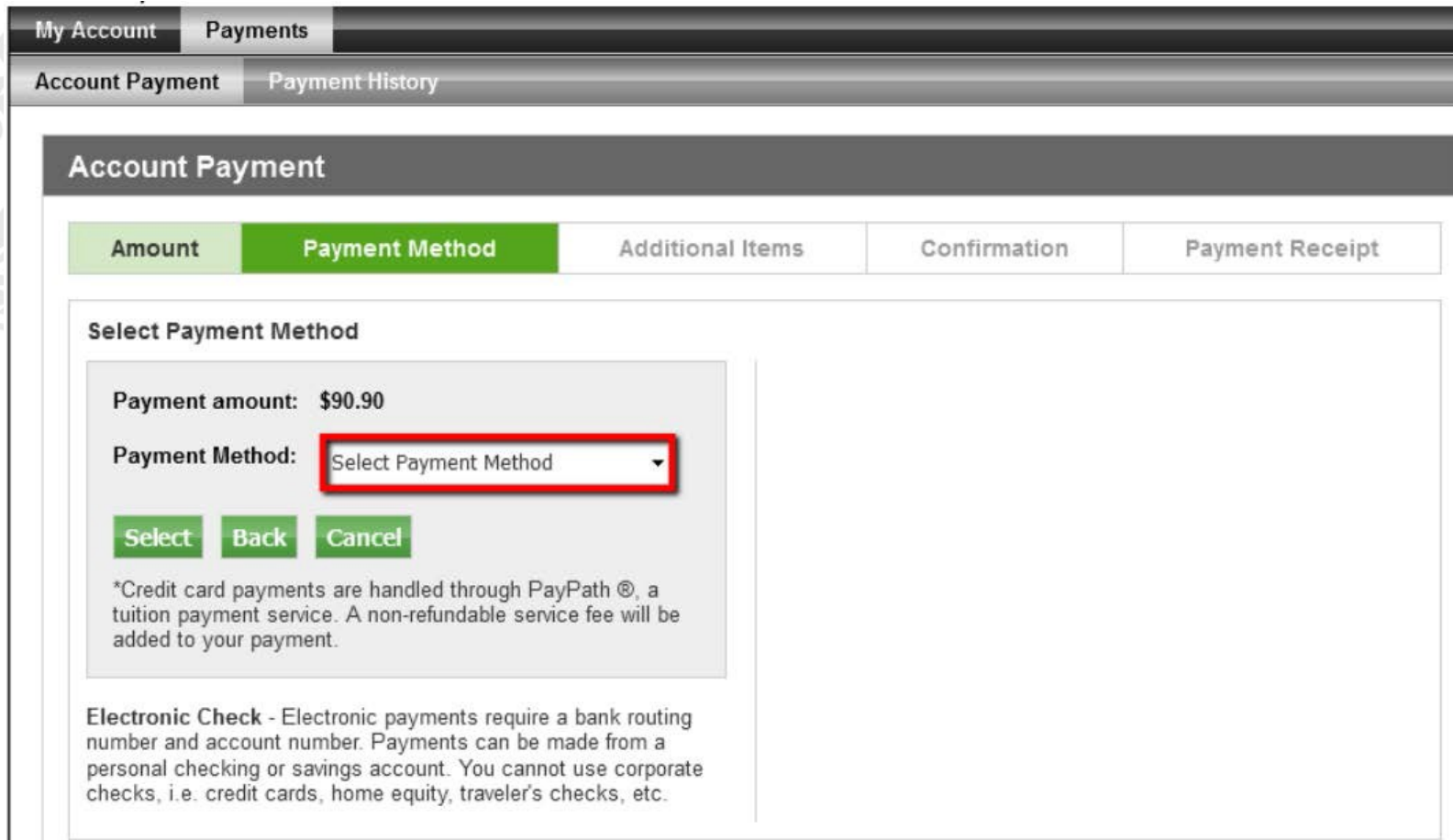


The screenshot shows a web interface for making a payment. At the top, there are navigation tabs: 'My Account' and 'Payments'. Below these are sub-tabs: 'Account Payment' (selected) and 'Payment History'. The main content area is titled 'Account Payment' and contains a table with four columns: 'Amount', 'Payment Method', 'Confirmation', and 'Payment Receipt'. Under the 'Amount' column, there is a section titled 'Select Payment' with three radio button options: 'Current account balance', 'Amount due', and 'Future due'. Each option has a corresponding amount listed in the 'Confirmation' column and a text input field in the 'Payment Receipt' column. The 'Current account balance' and 'Amount due' options both show \$90.90, while 'Future due' shows \$0.00. Below these options is a red warning message: 'Your "future due" amount may not reflect your payment for charges with due dates in the future.' There is also a 'Pay by term' option with a dropdown menu showing 'Fall 2015', a corresponding amount of \$40.90, and a text input field showing '40.90'. At the bottom of the form, there is a 'Payment date' field with the value '4/22/16', a 'Memo' text area, and a green 'Continue' button.

Amount	Payment Method	Confirmation	Payment Receipt
Select Payment			
<input type="radio"/> Current account balance:		\$90.90	\$ <input type="text" value="90.90"/>
<input type="radio"/> Amount due:		\$90.90	\$ <input type="text" value="90.90"/>
<input type="radio"/> Future due:		\$0.00	\$ <input type="text"/>
Your "future due" amount may not reflect your payment for charges with due dates in the future.			
<input type="radio"/> Pay by term:			
<input type="checkbox"/> Fall 2015		\$40.90	\$ <input type="text" value="40.90"/>
Payment date:		<input type="text" value="4/22/16"/>	
Memo:	<input type="text"/>		
<input type="button" value="Continue"/>			

How to Make a Payment Online

Step 5 – Select the Payment Method



The screenshot shows a web interface for making a payment. At the top, there are navigation tabs: 'My Account' and 'Payments'. Below that, there are sub-tabs: 'Account Payment' and 'Payment History'. The main heading is 'Account Payment'. Below this, there is a horizontal menu with five items: 'Amount', 'Payment Method' (highlighted in green), 'Additional Items', 'Confirmation', and 'Payment Receipt'. The main content area is titled 'Select Payment Method'. It displays 'Payment amount: \$90.90' and 'Payment Method: Select Payment Method' with a dropdown arrow. Below this are three buttons: 'Select', 'Back', and 'Cancel'. A note states: '*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.' At the bottom, there is a section for 'Electronic Check' with the following text: 'Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.'

How to Make a Payment Online

Step 6 – Enter Account Information

Amount	Payment Method	Additional Items	Confirmation	Payment Receipt
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Select Payment Method

Payment amount: \$90.90

Payment Method:

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Account Information

*Indicates required fields

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

*Account type:

*Routing number:
(View example)

*Bank Account number:

*Confirm account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province:

*Postal Code:

Option to Save

Save this payment method for future use

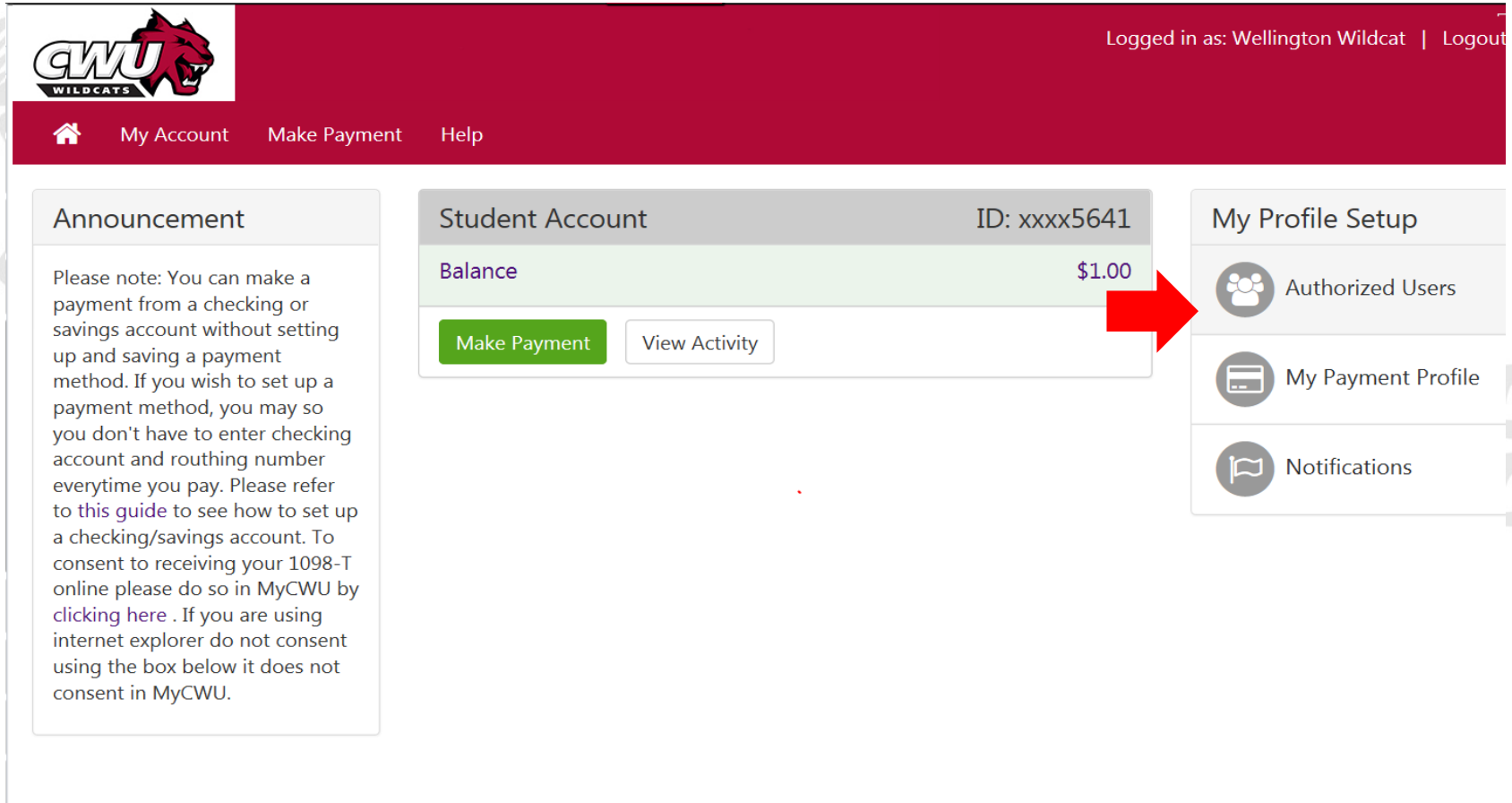
Save payment method as:
(e.g. Primary Checking)

How to Make a Payment Online

Step 7 – Confirm Payment. Agree to the Terms and Conditions by selecting the check box and then “Submit Payment”.

Account Payment				
Amount	Payment Method	Additional Items	Confirmation	Payment Receipt
Submit Payment				
Please review the transaction details, agree to the terms and conditions, then submit your payment.				
Payment date:			4/22/16	
Payment amount:			\$90.90	
Account type:			Checking	
Routing number:			101000019	
Account number:			xxxxxxxxxxx1010	
Name on Account:			Wellington Wildcat	
Billing address:			400 E University Way	
City:			Ellensburg	
State/Province:			WA	
Postal Code:			98296	
E-mail:			landerson@cwu.edu	
Terms and Conditions				
I hereby authorize Central Washington University to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.				
Name: Wellington Wildcat				
Address:				
400 E University Way				
Ellensburg WA 98296				
Depository:				
COMMERCE BANK				
ACH DEPT.				
KANSAS CITY,MO 641416248				
Routing Number: 101000019				
Account Number: xxxxxxxxxxx1010				
Debit Amount: \$90.90				
This agreement is dated Friday, April 22, 2016.				
For fraud detection purposes, your internet address has been logged: 72.233.210.95 at 4/22/16 10:39:53 AM PDT				
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.				
To revoke this authorization agreement you must contact: sfs@cwu.edu				
<input type="checkbox"/> I agree to the above terms and conditions. (Print Agreement)				
<input type="button" value="Submit Payment"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>				

Granting Guest User Access



The screenshot displays the CWU MyCWU user interface. At the top left is the CWU Wildcats logo. The top right shows the user is logged in as 'Wellington Wildcat' with a 'Logout' link. A navigation bar contains a home icon, 'My Account', 'Make Payment', and 'Help'. The main content area is divided into three sections: an announcement, a student account summary, and a 'My Profile Setup' sidebar. The student account summary shows a balance of \$1.00 and includes 'Make Payment' and 'View Activity' buttons. A red arrow points from the 'View Activity' button to the 'Authorized Users' option in the sidebar. The announcement text provides instructions on how to set up a payment method.

Announcement

Please note: You can make a payment from a checking or savings account without setting up and saving a payment method. If you wish to set up a payment method, you may so you don't have to enter checking account and routing number everytime you pay. Please refer to [this guide](#) to see how to set up a checking/savings account. To consent to receiving your 1098-T online please do so in MyCWU by [clicking here](#) . If you are using internet explorer do not consent using the box below it does not consent in MyCWU.

Student Account	ID: xxxx5641
Balance	\$1.00
Make Payment	View Activity

My Profile Setup

- [Authorized Users](#)
- [My Payment Profile](#)
- [Notifications](#)



Granting Guest User Access



Logged in as: Wellington Wildcat | Logout

[Home](#) [My Account](#) [Make Payment](#) [Help](#)

[My Profile](#)

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User

E-mail address of the authorized user:



Would you like to allow this person to view your payment history and account activity?

Yes No

Continue

Cancel

Granting Guest User Access



The screenshot shows a web browser window displaying the CWU Wildcats account management interface. The page title is "Authorize" and it includes a "My Account" navigation link. A modal dialog box titled "Agreement to Add Authorized User" is overlaid on the page. The dialog contains the following text:

I hereby authorize **Central Washington University** to grant evaw@cwu.edu partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Wednesday, July 12, 2017.

For fraud detection purposes, your internet address has been logged:
72.233.210.173 at 7/12/17 11:07:03 AM PDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

At the bottom of the dialog are three buttons: "Continue" (highlighted with a red arrow), "Print Agreement", and "Cancel".

CWU Payment Plan



CWU | Central Washington University

NEW

CWU Payment Plan

Are you enrolled and have a balance due for the current quarter?

Sign-up for a CWU Payment Plan!!!

Payment Plan Quick Facts:

- Helps avoid tuition & housing late fees
- Easy enrollment via MyCWU
- Three installments instead of one
- Helps keep your account current
- Enrollment limited to the 5th-9th day of instruction each quarter

Open enrollment:

Between the 5th and 10th day of any quarter.

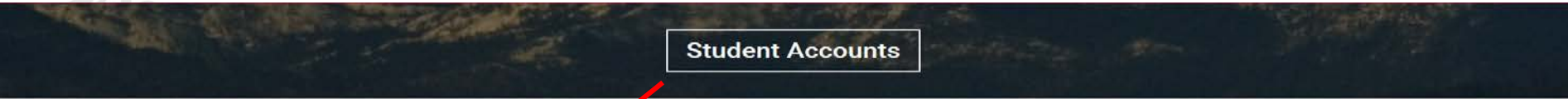
Allows you to split up payments into three portions rather than paying all at once.

This brochure is available online at

www.cwu.edu/student-accounts/

How to set up a Payment Plan Online

Step 1: Navigate to the Payment Plan link on the Student Accounts webpage



CWU Home » Student Accounts » Online Payments

Student Accounts Home
How is our service?
Contact Student Accounts

STUDENT ACCOUNTS

Make a Payment Online

- Paying Your Bill
 - Authorized Users
 - Third Party Assistance
 - GET Funding
 - Payment Plan**

Forms

- Perkins Loans
- Direct Deposit
- Tuition & Fees
- Housing & Dining
- 1098T Tax Credit Info
- Student Insurance
- Veterans
- Rights and Responsibilities

RELATED LINKS

- MyCWU
- Financial Aid
- Registrar



FAQs

« May 2018 »

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Online Payments

Parents/Guardians:

If you are already an authorized user, and wish to pay AS AN AUTHORIZED USER [Click here](#).

If you are not an authorized user on MyCWU, you can become a guest user. [Click here](#) to see a step-by-step guide showing your student how to assign a guest user to their profile.

Current and Non-Current Students:

[Make a payment](#)

CWU does not accept payments over the phone.

** In order to make a payment, you may have to [enable cookies in your internet browser's privacy settings](#).**

** Having trouble signing in? You may need to [clear your cache](#).**

Payment Plan

Step 2 – Click to pay the enrollment fee

Student Accounts

CWU Home » Student Accounts » Payment Plan

- FAQs
- Tax Credits
- GET Funding
- ▶ Third Party Sponsors
- Forms
- ▶ Perkins Loans
- Student Insurance
- New Freshman Orientation
- Payment Plan

Veterans

How is our service?
Contact Us

RELATED LINKS

- MyCWU
- Financial Aid
- Registrar
- Scholarships
- Student Employment



Payment Plan

Did you know that Central Washington University has a payment plan option for students that allows you to spread payments for tuition and other charges over the entire quarter? Check it out!

Summer Payment Plan

Open registration: June 21-June 26 for the Summer Quarter Payment Plan on MyCWU. **Enrollment is optional.** The \$50 enrollment fee must be paid in advance prior to enrolling in the payment plan.

To pay the enrollment fee, [Click Here.](#)

After enrolling, your Summer Quarter charges will be divided into three installments – due by June 26, July 26, and August 25.



Payment Plan

Step 3 –

Payment Plan Enrollment Fee

[Home](#) | [Payment Plan Enrollment Fee](#)



Signing up for the payment plan allows students to divide their quarterly charges into 3 installments due the 15th of each month in the quarter (due 25th of month for Summer Quarter). Enrollment in the payment plan requires a \$50 enrollment fee, which is non-refundable. If you sign up for the payment plan in error, this fee can be applied to past or future due charges.

To be eligible for the payment plan, the student must be enrolled for the current quarter and the student account must be current with no past due charges.

- 1. Pay \$50 Enrollment Fee**
- 2. auto-enrolled in payment plan by end of next business day**
- 3. email notification of successful enrollment in payment plan**

Price:

\$50.00

[Add To Cart](#)

Payment Plan

After you have paid the \$50 enrollment fee, the student will receive a confirmation email. Please allow 1-2 business days for processing before the payment plan installments will be viewable on the account.

The installments are due on the 15th of each of the three months included in the quarterly plan (except summer—the dates are different). If an installment is unpaid on the 16th of the month, a \$20 late fee will be charged to the account.

1098T Form

1098T Tax forms become available at the end of January. You can retrieve yours on your MyCWU, Account Inquiry in the Financial Toolbox.

The screenshot shows the MyCWU website interface. A red arrow points from the text above to the 'Account Inquiry' link in the 'Financial Toolbox' section. The interface includes a navigation bar with 'Favorites' and 'Main Menu', a 'My Page' section, and several toolboxes: 'Holds and To Dos', 'Tasks', 'Service Outages and Closure', 'Academic Toolbox', 'Admission Toolbox', 'Applications', 'Financial Toolbox', and 'Other Links'. The 'Financial Toolbox' section contains links for 'Accept/Decline Awards', 'View Financial Aid', 'Account Inquiry', and 'Make a Payment'.

1098T Form

Step 1 – Choose the Account Services Tab

Account Inquiry	Electronic Payments/Purchases	Account Services
enroll in payment plan	1098t tax form	student permission

Enroll in Payment Plan



Registration for the Fall Quarter Payment Plan will open from September 29th - October 5th, 2015 for eligible students.

[Account Inquiry](#) [Electronic Payments/Purchases](#) **[Account Services](#)**

[Enroll In Payment Plan](#) [1098t Tax Form](#) [Student Permission](#)

1098T Form

Step 2 – Choose the 1098t Tax Form tab

Account Inquiry	Electronic Payments/Purchases	Account Services
enroll in payment plan	1098t tax form	student permission

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.

Note:

1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

View 1098-T

General		Box Amount			
Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2014	Original	916000618	Central Washington University	01/27/2015	03/30/2015
2013	Original	916000618	Central Washington University	03/21/2014	08/28/2014

[Account Inquiry](#) [Electronic Payments/Purchases](#) [Account Services](#)

[Enroll In Payment Plan](#) [1098t Tax Form](#) [Student Permission](#)

go to ...

1098T Form

Step 3 – Indicate that you consent to receive your 1098-T information online instead of a paper form in the US Mail by checking “Yes, I have read the agreement” box. Click Submit.

1098-T Consent



1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Clicking the 'Yes, I have read the agreement' checkbox means you will no longer receive the 1098-T form via US mail. Click the Submit push button to always access your 1098-T on-line. Click the Cancel push button to return to the 1098-T Year selection.

The agreement is dated: 01/10/2014

Yes, I have read the agreement

CANCEL

SUBMIT

1098T Form

Step 4 - Review your confirmation page and click the “View 1098-T Section” button to view your 1098-T Information

1098-T Consent



2. 1098-T Consent Confirmation



You have elected to receive your 1098-T electronically instead of through the US mail. Click the View 1098-T Selection button to continue viewing your 1098-T.

VIEW 1098-T SELECTION

Important Due Dates

- **Tuition** : by the 5th day of class
- **Room & Board** : according to your housing contract
- **Bookstore Charges** : when they post to your account
- **Parking Charges** : when they post to your account
- **Health Center Charges** : when they post to your account
- **Library Charges** : when they post to your account
- **Miscellaneous Charges** : when they post to your account

Authorization of Payment Form

Financial Aid can only automatically pay the following things

- ✓ Tuition
- ✓ Fees
- ✓ Room
- ✓ Board

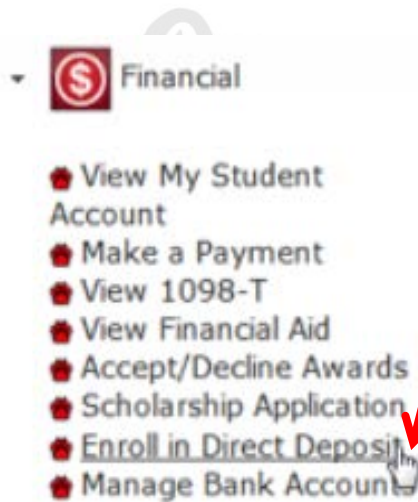
But there are lots of things that can be charged to your account

- ✓ Bookstore Charges
- ✓ Recreation Center Charges
- ✓ Library Fees
- ✓ Parking Permits & Tickets
- ✓ Late Registration & Late Payment Penalties or Fines
- ✓ Student Health Center Service Charges

Completing the Payment Authorization Form will make it so that your financial aid can pay towards all charges on your account

Direct Deposit Option for Refunds

Students enroll in Direct Deposit online, through their MyCWU self-service on their Student Dashboard:



Parents can enroll in Direct Deposit also, specifically to receive PLUS Loan credit balance refunds. The Parent Direct Deposit Form is available on the Student Accounts website.

Tuition Refunds and Payroll Checks

- Financial Aid overpayments are refunded on approximately the 10th day of class
- Mailed refunds go to Mailing/Home address in MyCWU
- If students enroll in direct deposit for refunds, the refund will be direct deposited; otherwise we will mail a check.
- Parent loans refunded by mail or by direct deposit.

If you pay more than the charges on your account (overpayment), you must *request* a refund of your credit balance.

Helpful Hints For Your Success



1. Keep yourself informed
2. Check MyCWU/CWU emails regularly
3. Remember: It's your responsibility to keep your address and phone numbers current
4. Don't wait for a statement to pay your charges – check MyCWU and make a payment
5. Sign and turn in important forms
 - ✓ Financial Aid Authorization Form
 - ✓ Direct Deposit Form
 - ✓ Release of Information Form



CWU LEARN. DO. LIVE.