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# GET CHECKLIST

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## Central Washington University

### **Before the Quarter Starts**

- 1. Log into your CWU Account
- 2. Note the charges on your account
- 3. Log into your GET account
- 4. Select the account you want to request a distribution for
- 5. Click on “Use units”
- 6. Review your account and click “use units” again
- 7. Select CWU
- 8. Request the dollar amount that you would like to have sent and specify whether it should pay for Room and board or Tuition and fees
- 9. Select the dollar amount for each category, if you would like to use GET to pay for Room and Board **and** Tuition
- 10. Submit Payment

That’s it. We do the rest from here!

### **GET Can Pay**

- Tuition
- Mandatory fees
- Housing
- University store charges
- Dining
- Additional course fees
- Web course fees
- Tuition overload fees

### **GET Cannot Pay**

- Lost key charges
- Interest charges
- Tuition Late Fees
- Rec center charges
- Registration late fees
- Housing late fees
- Health center charges
- Lost connection card charges
- Parking permits
- Parking tickets
- Library charges

### **Helpful Reminders**

- GET Payments requested after the tuition deadline may cause the student account to be assessed interest/late fees
- It can take up to two weeks to process GET payments
- Payments selected for the wrong quarter may not apply to your current charges. If a payment was selected for the wrong quarter, contact [cashiers@cwu.edu](mailto:cashiers@cwu.edu) to have payment moved to the correct quarter.
- If you know a payment will be delayed, contact Student Accounts before late fees are assessed
- A GET credit balance is not automatically refunded
- To request a credit balance refund, please email [StudentAccounts@cwu.edu](mailto:StudentAccounts@cwu.edu).
- CWU cannot give tax advice regarding GET
- Contact Guaranteed Sources if you notice account discrepancies
- CWU employees cannot disclose account information, including the status of GET payments, to anyone but the student unless we have a signed release of information

### **Your CWU GET Contact**

**Marissa Brennan**  
Student Accounts Office  
400 East University Way  
Ellensburg, WA 98926  
Office: 509-963-3569  
Fax: 509-963-2257

Email: [guaranteedsources@cwu.edu](mailto:guaranteedsources@cwu.edu)

