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!

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 be missed
☐ 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.
☐ CWU cannot give tax advice regarding GET
☐ Contact Student Accounts if you notice account discrepancies
☐ If a payment was selected for the wrong quarter, contact Student Accounts before late fees are assessed
☐ 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

GET Can Pay

☐ Tuition
☐ Housing
☐ Books and supplies
☐ Additional course fees
☐ Web course fees
☐ Tuition overload fees

GET Cannot Pay

☐ Interest Fees
☐ Tuition Late Fees
☐ Registration Late Fees
☐ Student Loans
☐ Health Center Charges
☐ Transportation/Parking tickets

Your CWU GET Contact

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Ellensburg, WA 98926
Office: 509-963-3569
Fax: 509-963-2257
Email: guaranteedsources@cwu.edu