
GET CHECKLIST

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!

Your CWU GET Contact

Trish Dempsey
Student Accounts Office
Bouillon Hall, Room 110
400 East University Way
Ellensburg, WA 98926
Office: 509-963-3569
Fax: 509-963-2257

Email: Guaranteedsources@cwu.edu

Helpful Reminders

- GET Payments requested **after** the tuition deadline may cause the student account to be assessed late fees and/or interest.
- It can take up to two weeks once your payment is submitted to be processed and posted.
- Payments selected for the wrong quarter may result in a delay of processing.
- If you know a payment will be delayed, please contact Student Accounts or Guaranteed Sources **before** late fees are assessed.
- Credit balances from GET are 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 student account information to anyone but the student unless we have a signed release of information. This includes GET payments once they have posted.

GET can pay for any and all charges posted to the student’s account. Should a fine or fee post to the account when there is a credit balance from a GET payment, we will require written/emailed permission to apply the funds to said charges.

