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
Barge Hall 104
(509) 963-3546
StudentAccounts@cwu.edu

Cashiers
Barge Hall 104
(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 Barge Hall, Room 104.
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.*

Office of Student Accounts / Barge Hall 104/ 509-963-3546
www.cwu.edu/student-accounts
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

Office of Student Accounts / Barge Hall  104/ 509-963-3546
www.cwu.edu/student-accounts
How to Make a Payment Online

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

Step 2 – Choose the “Make a Payment” Option
How to Make a Payment Online

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

<table>
<thead>
<tr>
<th>Account Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Account Status</strong></td>
</tr>
<tr>
<td><strong>Student Account</strong></td>
</tr>
<tr>
<td>Balance: $124.23</td>
</tr>
<tr>
<td>Estimated Financial Aid: $33.33</td>
</tr>
<tr>
<td>Balance Including Estimated Aid: $90.90</td>
</tr>
</tbody>
</table>

- **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)
How to Make a Payment Online

Step 5 – Select the Payment Method

Select Payment Method

Payment amount: $90.90
Payment Method: Select 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.
How to Make a Payment Online

Step 6 – Enter Account Information

Select Payment Method
Payment amount: $90.90
Payment Method: Electronic Check (checking/savings)

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: Select 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:

*Cty:

*State/Province: Select State/Province

*Postal Code:

Option to Save
[ ] Save this payment method for future use

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

Continue ▼ Back ▼ Cancel ▼
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”.

Submit Payment
Please review the transaction details, agree to the terms and conditions, and then submit your payment.

Payment date: 4/22/16
Payment amount: $30.00
Account type: Checking
Routing number: 101000019
Account number: xxxxxxxxxx610
Name on Account: Wellington Wildcat
Billing address: 400 E University Way
City: Ellensburg
State/Province: WA
Postal Code: 98926
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 98926
Depository:
COMMERCE BANK
ACH DEPT
KANSAS CITY MO 6414106248
Routing Number: 101000019
Account Number: xxxxxxxxxx610
Debit Amount: $30.00

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 PST.

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 receive this authorization agreement you must contact sfs@cwu.edu

I agree to the above terms and conditions.

[Print Agreement]
Granting Guest User Access

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: xxx5641

| Balance | $1.00 |

Make Payment | View Activity

My Profile Setup

- Authorized Users
- My Payment Profile
- Notifications
Granting Guest User Access

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

Agreement to Add Authorized User

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 FUNGEST EXTENT OF THE LAW.

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

☐ I Agree

Continue | Print Agreement | Cancel
CWU Payment Plan

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

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

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.
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.
1098T Form

Step 1 – Choose the Account Services Tab

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

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

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Version</th>
<th>Federal Tax ID</th>
<th>Institution</th>
<th>Printed Date</th>
<th>Transmittal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Original</td>
<td>916000618</td>
<td>Central Washington University</td>
<td>01/27/2015</td>
<td>03/30/2015</td>
</tr>
<tr>
<td>2013</td>
<td>Original</td>
<td>916000618</td>
<td>Central Washington University</td>
<td>03/21/2014</td>
<td>08/28/2014</td>
</tr>
</tbody>
</table>
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.
1098T Form

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