

TUITION AND FEES

HOW ARE TUITION AND FEES CALCULATED?

SCENARIO #1 – STUDENT IS TAKING 10 TO 18 CREDITS. STUDENT WILL BE CHARGED THE CURRENT FULL TIME TUITION RATE THAT CORRESPONDS TO THEIR RESIDENCY AND THE CAMPUS WITH WHICH THEY ARE ENROLLED. THEY WILL ALSO BE CHARGED ANY APPROPRIATE MANDATORY FEES FOR THAT CAMPUS. THERE MAY ALSO BE SPECIAL COURSE FEE CHARGES ASSOCIATED WITH THE CLASSES THEY ARE ENROLLED IN WHICH CAN RANGE FROM \$2.00 ON UP. HOWEVER THOSE CHARGES CAN'T BE DETERMINED UNTIL TUITION CALC IS RUN APPROXIMATELY AUGUST 1ST FOR FALL AND JANUARY 2ND FOR SPRING.

SCENARIO #2 – STUDENT IS TAKING 2 TO 9 CREDITS. STUDENT WILL BE CHARGED THE PER CREDIT RATE THAT CORRESPONDS TO THEIR RESIDENCY AND THE CAMPUS WITH WHICH THEY ARE ENROLLED. THEY WILL ALSO BE CHARGED ANY APPROPRIATE MANDATORY FEES FOR THAT CAMPUS BASED UPON THEIR PART TIME ENROLLMENT. THERE MAY ALSO BE SPECIAL COURSE FEE CHARGES ASSOCIATED WITH THE CLASSES THEY ARE ENROLLED IN WHICH CAN RANGE FROM \$2.00 ON UP. HOWEVER THOSE CHARGES CAN'T BE DETERMINED UNTIL TUITION CALC IS RUN APPROXIMATELY AUGUST 1ST FOR FALL AND JANUARY 2ND FOR SPRING.

SCENARIO #3 – STUDENT IS TAKING 19 CREDITS OR MORE. STUDENT WILL BE CHARGED THE CURRENT FULL TIME TUITION RATE AS WELL AS THE ADDITIONAL CURRENT PER CREDIT RATE THAT CORRESPONDS TO THEIR RESIDENCY AND THE CAMPUS WITH WHICH THEY ARE ENROLLED. THEY WILL ALSO BE CHARGED ANY APPROPRIATE MANDATORY FEES FOR THAT CAMPUS BUT THEY WILL NOT BE CHARGED ADDITIONAL MANDATORY FEES FOR ANY CREDITS ABOVE 18. THERE MAY ALSO BE SPECIAL COURSE FEE CHARGES ASSOCIATED WITH THE CLASSES THEY ARE ENROLLED IN WHICH CAN RANGE FROM \$2.00 ON UP. HOWEVER THOSE CHARGES CAN'T BE DETERMINED UNTIL TUITION CALC IS RUN APPROXIMATELY AUGUST 1ST FOR FALL AND JANUARY 2ND FOR SPRING.

SCENARIO #4 – STUDENT IS TAKING A 1 CREDIT ONLY CLASS. STUDENT WILL BE CHARGED 2 CREDITS OF TUITION (PER RCW 28B.15.100) AT THE PER CREDIT RATE THAT CORRESPONDS TO THEIR RESIDENCY AND THE CAMPUS WITH WHICH THEY ARE ENROLLED. THEY WILL ALSO BE CHARGED ANY APPROPRIATE MANDATORY FEES FOR THAT CAMPUS BASED UPON THEIR PART TIME ENROLLMENT. THERE MAY ALSO BE SPECIAL COURSE FEE CHARGES ASSOCIATED WITH THE CLASSES THEY ARE ENROLLED IN WHICH CAN RANGE FROM \$2.00 ON UP. HOWEVER THOSE CHARGES CAN'T BE DETERMINED UNTIL TUITION CALC IS RUN APPROXIMATELY AUGUST 1ST FOR FALL AND JANUARY 2ND FOR SPRING.

WHAT HAPPENS IF I ADD/DROP CLASSES WITHIN THE FIRST 30 DAYS OF THE SEMESTER?

IF THE STUDENT IS BEING CHARGED PER SCENARIO #1, TUITION AND FEES REMAIN THE SAME AS LONG AS THE STUDENT REMAINS IN 10 TO 18 CREDITS. HOWEVER IF THE STUDENT ADDS OR DROPS ENOUGH CREDITS THAT PUTS THEM INTO SCENARIO 2 THROUGH 4, THOSE RULES APPLY.

WHAT HAPPENS IF I ADD/DROP CLASSES AFTER THE 30TH DAY OF THE SEMESTER?

DROPS ARE CLASSIFIED AS WITHDRAWALS AFTER 30TH DAY AND THERE IS NO REDUCTION IN TUITION AND FEES OR CHANGE IN TOTAL CREDITS THE STUDENT IS CHARGED FOR. IF A STUDENT ADDS A CLASS AFTER 30TH DAY, ADDITIONAL TUITION WILL BE CHARGED IF THE STUDENT GOES FROM PART TIME (1 TO 9 CREDITS) TO FULL TIME OR TAKES MORE THAN 18 CREDITS. EXAMPLES OF THOSE ARE AS FOLLOWS:

SCENARIO #5 – STUDENT IS TAKING 9 CREDITS AND BEING CHARGED ACCORDING TO SCENARIO #2 ABOVE. AFTER 30TH DAY, STUDENT DROPS (WITHDRAWS) A 3 CREDIT CLASS AND ADDS A 4 CREDIT CLASS. THIS MEANS THE STUDENT IS NOW TO BE CHARGED FOR 13 (9 +4) CREDITS. THEREFORE THE STUDENT WILL BE CHARGED THE DIFFERENCE BETWEEN THE PART TIME RATE AND THE FULL TIME RATE THAT CORRESPONDS TO THEIR RESIDENCY AND THE CAMPUS WITH WHICH THEY ARE ENROLLED.

SCENARIO #6 – STUDENT IS TAKING 16 CREDITS AND BEING CHARGED ACCORDING TO SCENARIO #1 ABOVE. AFTER 30TH DAY, STUDENT DROPS (WITHDRAWS) A 2 CREDIT CLASS AND ADDS A 3 CREDIT CLASS. THIS MEANS THE STUDENT IS NOW TO BE CHARGED FOR 19 (16 + 3) CREDITS. THEREFORE THE STUDENT WILL CHARGED THE ADDITIONAL PER CREDIT RATE FOR EVERY CREDIT ABOVE 18 WHICH IN THIS CASE IS 1.

HOW DO I KNOW WHAT MY STUDENTS' ACCOUNT BALANCE IS?

IF YOUR STUDENT HASN'T GRANTED YOU 3RD PARTY ACCESS TO VIEW THEIR ACCOUNT, THEY ARE REQUIRED TO LOG INTO MYWSU AND NOTIFY YOU OF THE OUTSTANDING BALANCE BEFORE THE LATE PAYMENT DATES. TUITION BILLS ARE NOT SENT TO CURRENTLY ENROLLED STUDENTS. IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THEIR ACCOUNTS IN MYWSU TO VERIFY THERE ARE NO OUTSTANDING CHARGES. CHARGES MAY BE ADDED AT VARIOUS TIMES THROUGHOUT THE SEMESTER. IT IS THE STUDENT'S RESPONSIBILITY TO MONITOR THEIR ACCOUNT.

DOES WSU OFFER PAYMENT PLANS FOR TUITION AND FEES?

CURRENTLY, WSU DOES NOT OFFER A PAYMENT PLAN FOR TUITION AND FEES.

WHEN ARE TUITION AND FEES DUE?

TUITION AND FEES ARE DUE ON THE FIRST DAY OF CLASS BUT LATE PAYMENT FEES ARE NOT CHARGED UNTIL THE 14TH CALENDAR DAY OF THE ACADEMIC TERM.

WHEN ARE LATE PAYMENT FEES CHARGED AND HOW MUCH ARE THEY?

LATE PAYMENT FEES ARE CALCULATED ON OUTSTANDING TUITION AND MANDATORY FEES ONLY. THEY ARE NOT CALCULATED ON OPTIONAL FEES SUCH AS THE SPORTS PASS, CHINOOK YEARBOOK, ETC. LATE PAYMENT FEES ARE AS FOLLOWS:

3% CHARGED ON THE 14TH CALENDAR DAY OF THE ACADEMIC TERM.

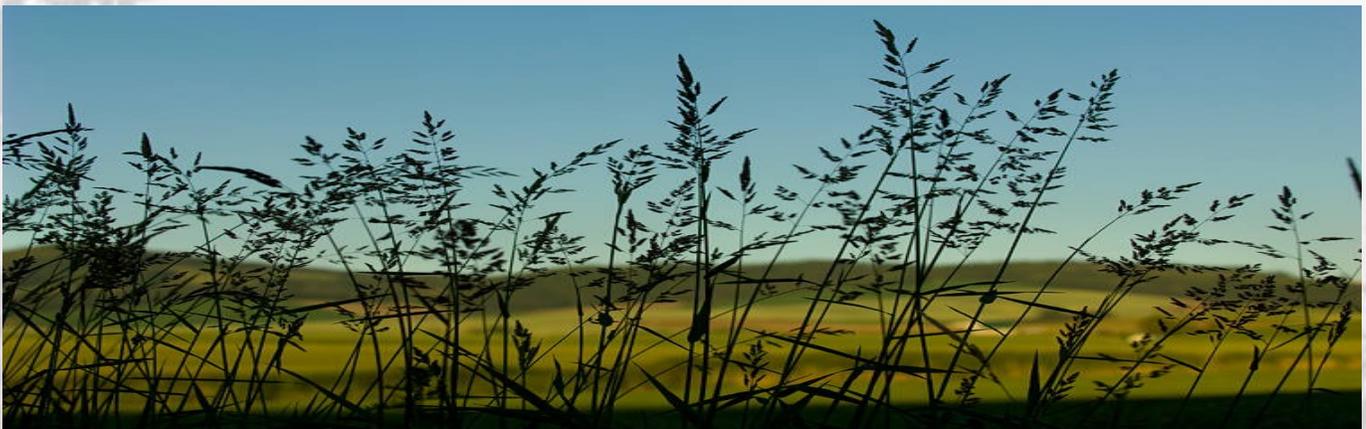
5% CHARGED ON THE 30TH CALENDAR DAY OF THE ACADEMIC TERM.

7% CHARGED ON THE 45TH CALENDAR DAY OF THE ACADEMIC TERM.

GO TO [HTTP://STUDACCT.WSU.EDU/TUITIONDUEDATE.HTML](http://studacct.wsu.edu/tuitionduedate.html) TO FIND LATE PAYMENT FEE DATES.

CAN LATE PAYMENT FEES BE REVERSED AND HOW DO I DO THAT?

LATE FEE REVERSALS ARE HANDLED BY OUR PETITION COMMITTEE. ONCE THE ACCOUNT IS PAID IN FULL, YOUR STUDENT MUST SEND AN EMAIL TO UNIV-RECEIVABLES@WSU.EDU TO REQUEST CONSIDERATION OF HAVING THEM REMOVED. THE EMAIL NEEDS TO INCLUDE THE STUDENT'S NAME AND ID NUMBER AS WELL AS A DETAILED EXPLANATION OF WHY THEY SHOULD BE REMOVED FROM THE ACCOUNT. INCLUDE AS MUCH DETAIL AS POSSIBLE AS WELL AS ANY BACK UP DOCUMENTATION THAT MAY AFFECT THE DECISION. ONCE THE COMMITTEE MEETS AND DETERMINES THE OUTCOME AN EMPLOYEE IN THE STUDENT ACCOUNT OFFICE WILL REPLY TO THE ORIGINAL EMAIL STATING THE DECISION. THERE IS NO GUARANTEE THAT THE LATE FEES WILL BE REMOVED.



PAYMENTS AND REFUNDS

HOW AND WHERE CAN I PAY ON MY STUDENT'S ACCOUNT?

CREDIT CARD PAYMENTS OR E-CHECK PAYMENTS CAN BE MADE ONLINE AT WSU.EDU/PAYMENT. CHECK PAYMENTS CAN BE MAILED IN OR PAID IN PERSON AT THE CASHIERS OFFICE AT ANY CAMPUS. CASH PAYMENTS CAN BE MADE IN PERSON AT ANY CAMPUS. **DO NOT MAIL CASH.** PAYMENTS CANNOT BE TAKEN OVER THE PHONE.

WHEN MAKING PAYMENT ONLINE WITH A CREDIT CARD OR E-CHECK, YOU WILL NEED TO COMPLETE THE FOLLOWING STEPS.

1. TYPE WWW.WSU.EDU/PAYMENT IN YOUR BROWSER'S ADDRESS BAR
2. CLICK THE BLUE TEXT THAT SAYS WSU FRIENDS HOME IF YOU HAVE NOT ALREADY CREATED A WSU FRIEND ID
3. CLICK ON THE BLUE TEXT THAT SAYS CREATE A FRIEND ACCOUNT AND THEN FILL IN AND SUBMIT THE FORM
4. YOU WILL GET AN EMAIL WITH AN ACTIVATION CODE AND LINK TO ACTIVATE THE FRIEND ACCOUNT. PLEASE FOLLOW THE STEPS AS INSTRUCTED TO COMPLETE YOUR REGISTRATION.
5. RETURN TO THE WSU PAYMENTS PAGE (WWW.WSU.EDU/PAYMENT) AND LOG IN USING THE EMAIL USED TO ACTIVATE YOUR WSU FRIEND ACCOUNT AND THE PASSWORD YOU SELECTED FOR YOUR FRIEND ACCOUNT.
6. IF YOU ARE TRYING TO PAY THE NON-REFUNDABLE ADVANCE TUITION DEPOSIT, CLICK THE BOLD RED TEXT AT THE BOTTOM OF THE SCREEN. IF YOU ARE WANTING TO MAKE ANY OTHER TYPE OF PAYMENT, PLEASE CLICK THE CONTINUE BUTTON.
7. SELECT THAT THE PAYMENT IS FOR ANOTHER PERSON, AND THEN ENTER YOUR STUDENT'S WSU ID NUMBER AND THE MONTH AND DAY OF THEIR BIRTHDAY. THIS INFORMATION IS REQUIRED FOR VERIFICATION OF IDENTITY.
8. SELECT THE PAYMENT TYPE. THE MOST COMMON TYPE OF PAYMENT IS TUITION & FEES/GENERAL PAYMENTS. IF YOU SELECT THIS OPTION, YOUR PAYMENT WILL APPLY TO ANY OPEN CHARGES ON THE ACCOUNT, BEGINNING WITH THE OLDEST DUE DATE AND THE HIGHEST PAYMENT PRIORITY FIRST. IF YOU SELECT HOUSING AND DINING, THE PAYMENT WILL ONLY APPLY TO HOUSING CHARGES, REGARDLESS OF ANY OTHER AMOUNTS DUE OR DUE DATES. CLICK CONTINUE.
9. ENTER THE AMOUNT YOU WOULD LIKE TO PAY AND CLICK CONTINUE.
10. SELECT THE METHOD OF PAYMENT (ELECTRONIC CHECK OR CREDIT CARD). PLEASE NOTE THAT ELECTRONIC CHECKS ARE FREE WHILE CREDIT CARD PAYMENTS WILL COST A 2.5% SURCHARGE. THIS SURCHARGE WILL BE ASSESSED AS A SEPARATE CHARGE ON YOUR CREDIT CARD STATEMENT. ALSO NOTE THAT ELECTRONIC CHECKS SHOULD ONLY BE ATTEMPTED WITH CHECKING ACCOUNTS. MONEY MARKET, LINE OF CREDIT, AND SAVINGS AND OTHER ACCOUNT TYPES WILL BE REJECTED BY YOUR BANK AS "ACCOUNT NOT FOUND."
11. FOLLOW THE INSTRUCTIONS ON THE NEXT PAGE, ENTERING THE CORRECT ROUTING AND ACCOUNT NUMBER OR CREDIT CARD INFORMATION. PLEASE ENTER YOUR EMAIL ADDRESS WHEN PROMPTED SO YOU CAN RECEIVE YOUR PAYMENT CONFIRMATION EMAIL.
12. VERIFY ALL INFORMATION AND CLICK SUBMIT.
13. PLEASE CHECK YOUR EMAIL FOR YOUR PAYMENT RECEIPT. THIS MEANS THE PAYMENT HAS ALSO POSTED TO THE ACCOUNT AND IT IS YOUR VERIFICATION OF PAYMENT.

IF SENDING PAYMENT BY MAIL, MAIL THE CHECK TO THE FOLLOWING ADDRESS:

**WASHINGTON STATE UNIVERSITY
UNIVERSITY RECEIVABLES—CASHIER
PO Box 641039
PULLMAN, WA 99164-1039**

BE SURE TO INCLUDE THE STUDENT’S ID NUMBER ON THE CHECK.

I HAVE GET CREDITS TO PAY MY STUDENT’S ACCOUNT. HOW DO I REQUEST THEM?

GET CREDITS MUST BE REQUESTED DIRECTLY THROUGH GET, NOT WSU. ONCE YOU HAVE MADE THE REQUEST, YOU DON’T NEED TO CONTACT WSU. ONCE YOUR REQUEST HAS BEEN PROCESSED, WSU WILL GET NOTIFICATION OF THE REQUEST FROM THE GET WEBSITE AND POST THE PAYMENT TO THE ACCOUNT. THIS PROCESS IS DONE BEFORE THE FIRST LATE PAYMENT FEE APPLIES. WSU DOES NOT HAVE ACCESS TO INDIVIDUAL GET ACCOUNTS. FOR INFORMATION REGARDING YOUR GET ACCOUNT, CONTACT GET DIRECTLY AT 800-955-2318 OR WWW.GET.WA.GOV.

MY STUDENT HAS ENOUGH FINANCIAL AID TO COVER THEIR TUITION AND FEES. IS THERE ANYTHING I OR MY STUDENT NEEDS TO DO?

YOUR STUDENT NEEDS TO MAKE SURE THEY HAVE COMPLETED EVERYTHING ON THEIR FINANCIAL AID CHECKLIST FOR THE AID TO APPLY TIMELY. FOR THE PURPOSE OF RECEIVING FINANCIAL AID, PLEASE NOTE THAT 12 CREDIT HOURS ARE REQUIRED TO OBTAIN “FULL TIME” STATUS. IF NOT, LATE FEES WILL BE CHARGED ACCORDINGLY. ALSO IT IS RECOMMENDED THAT THE STUDENT ESTABLISH DIRECT DEPOSIT FOR ANY FINANCIAL AID RESIDUAL OR CREDIT BALANCE REFUND. FOR INSTRUCTIONS ON ESTABLISHING DIRECT DEPOSIT, SEE PAGE 10.

HOW DOES MY STUDENT GET THEIR FINANCIAL AID REFUND?

FINANCIAL AID REFUNDS CAN BE ISSUED IN TWO MANNERS, DIRECT DEPOSIT OR BY CHECK. DIRECT DEPOSIT IS THE PREFERRED METHOD AS IT IS QUICKEST AND SAFEST. CHECKS ARE MAILED TO THE STUDENT’S LOCAL ADDRESS AND CAN TAKE UP TO 7 BUSINESS DAYS TO ARRIVE. IT IS THE STUDENT’S RESPONSIBILITY TO MAKE SURE THAT ADDRESS IS CORRECT AND NO CHECKS WILL BE REISSUED FOR 10 BUSINESS DAYS IF SENT TO THE WRONG ADDRESS.

THERE IS A CREDIT BALANCE ON MY STUDENT’S ACCOUNT. HOW DO I GET IT REFUNDED?

IF THE CREDIT BALANCE IS GENERATED BY FINANCIAL AID, THE SYSTEM WILL AUTOMATICALLY REFUND IT TO THE STUDENT PROVIDED THERE IS NOT A PAST DUE BALANCE ON THE ACCOUNT FROM A PREVIOUS TERM HOLDING THE REFUND. THE REFUND WILL BE SENT EITHER DIRECT DEPOSIT OR BY CHECK. IF THE REFUND IS GENERATED BY AN OVERPAYMENT ON THE ACCOUNT, PLEASE HAVE YOUR STUDENT EMAIL US AT UNIV-RECEIVABLES@WSU.EDU OR CALL US AT 509-335-9653. DEPENDING UPON WHICH METHOD THE OVERPAYMENT WAS PAID WILL DETERMINE HOW THE REFUND OCCURS. ALL CREDIT CARD PAYMENTS THAT RESULT IN AN OVERPAYMENT WILL BE REFUNDED TO THE CREDIT CARD. ALL OTHER OVERPAYMENTS QUALIFIED TO BE REFUNDED TO THE STUDENT WILL EITHER BE SENT DIRECT DEPOSIT OR BY CHECK. THE CREDIT BALANCE HAS TO HAVE BEEN ON THE ACCOUNT AT LEAST 10 BUSINESS DAYS TO BE ELIGIBLE FOR REFUND.

WHY DIDN'T MY STUDENT'S FINANCIAL AID PAY THE SPORTS PASS OR OTHER CHARGES?

OPTIONAL CHARGES SUCH AS THE SPORTS PASS, GREEN FEE, YEARBOOK FEE, ETC ARE NOT AUTOMATICALLY PAID FOR BY FINANCIAL AID BECAUSE THEY ARE NOT CONSIDERED MANDATORY FEES. PER FEDERAL REGULATIONS FINANCIAL AID CAN ONLY PAY NON-MANDATORY FEES IF TITLE IV PERMISSION IS GRANTED BY THE STUDENT.

HOW DO WE GRANT TITLE IV PERMISSION SO FINANCIAL AID WILL PAY FOR THESE CHARGES IN THE FUTURE?

IF YOU WOULD LIKE FINANCIAL AID TO PAY ALL ACADEMIC YEAR CHARGES ON THE ACCOUNT WHEN IT IS APPLIED, YOUR STUDENT HAS TO GRANT TITLE IV PERMISSION BY COMPLETING THE FOLLOWING STEPS.

1. LOG INTO MYWSU AND GO TO STUDENT CENTER.
2. UNDER THE FINANCES SECTION, LOCATE THE DROP DOWN MENU "OTHER FINANCIAL".
3. SELECT "VIEW STUDENT PERMISSIONS". CLICK GO.
4. SELECT THE PERMISSION FORM. CLICK ON NEXT.
5. READ THE PERMISSION FORM AGREEMENT. MARK "YES, I HAVE READ THE AGREEMENT." CLICK SUBMIT.
6. CONFIRM A MESSAGE IS RECEIVED STATING THE PERMISSION FORM HAS BEEN ACCEPTED.

YOUR STUDENT NEEDS TO REALIZE THAT ANY CHARGES THAT COME ON AFTER FINANCIAL AID IS RELEASED WILL BE THE STUDENT'S RESPONSIBILITY TO PAY TIMELY.

WHY DID I GET BILLED FOR TUITION AFTER MY FINANCIAL AID REFUND WAS ISSUED?

THE MOST COMMON REASON IS CLASSES THAT CREATED ADDITIONAL CHARGES WERE ADDED AFTER FINANCIAL AID WAS APPLIED AND REFUNDS WERE ISSUED.



MISC INFORMATION

I HAVE QUESTIONS ON MY STUDENT'S ACCOUNT. HOW DO I GET ANSWERS?

YOUR STUDENT NEEDS TO GRANT WSU 3RD PARTY AUTHORIZATION IN ORDER FOR US TO SPEAK TO YOU ABOUT THEIR ACCOUNT. FEDERAL REGULATIONS PROHIBIT US FROM DISCUSSING SPECIFICS ON THEIR ACCOUNT WITHOUT THIS AUTHORIZATION.

HOW DOES MY STUDENT GRANT THIRD (3RD) PARTY AUTHORIZATION?

YOUR STUDENT NEEDS TO COMPLETE THE FOLLOWING STEPS TO ESTABLISH THIRD (3RD) PARTY AUTHORIZATION. WATCH THE VIDEO AT [HTTP://WWW.ESG.WSU.EDU/STUDENT-INFORMATION-SYSTEM/THIRD-PARTY-ACCESS/](http://www.esg.wsu.edu/student-information-system/third-party-access/) OR FOLLOW THE INSTRUCTIONS BELOW.

1. YOUR STUDENT LOGS IN TO MYWSU.
2. SELECTS MAIN MENU > SELF SERVICE > THIRD PARTY ACCESS > THIRD PARTY ACCESS (THIS DOES NEED TO BE SELECTED TWICE).
3. UNDER "WSU STUDENTS" THE STUDENT SHOULD SELECT "SHARE MY INFORMATION".
4. IF THE PARENT HAS ACCESS, THE STUDENT SHOULD SELECT "YES, OR NOT SURE" AND PROVIDE THE PARENT'S EMAIL ADDRESS. IF THE STUDENT KNOWS THAT THE PARENT DOES NOT HAVE AUTHORIZATION, THEN THE STUDENT SHOULD SELECT "NO" AND FILL OUT THE INFORMATION WHICH INCLUDES THE PARENT'S FIRST NAME, MIDDLE NAME, LAST NAME AND EMAIL ADDRESS. ONCE COMPLETED CLICK CONTINUE.
5. THE STUDENT THEN SELECTS WHAT ACCESS THEY WOULD LIKE THEIR THIRD PARTY TO HAVE.
6. THE STUDENT ASSIGNS AN AUTHORIZATION CODE WHICH THE PARENT MUST KNOW WHEN CALLING IN FOR INFORMATION REGARDING THE ACCOUNT.
7. ONCE THE STUDENT SUBMITS THE FORM, THIRD PARTY AUTHORIZATION HAS BEEN ESTABLISHED.

I'VE BEEN GRANTED THIRD (3RD) PARTY ACCESS. HOW DO I SEE THE INFORMATION?

1. LOG IN THE WSU PORTAL AT MY.WSU.EDU.
2. CLICK ON MAIN MENU > SELF SERVICE > THIRD PARTY ACCESS > THIRD PARTY ACCESS (THIS DOES NEED TO BE SELECTED TWICE).
3. CLICK ON "ACCESS STUDENT SHARED INFORMATION."
4. SELECT "VIEW INFO" OF THE STUDENT YOU WANT TO REVIEW. IF YOU HAVE MULTIPLE STUDENTS AT WSU THAT HAVE AUTHORIZED THIRD PARTY ACCESS FOR YOU THEY WILL BE LISTED ON THIS SCREEN.
5. SELECT THE STUDENT YOU ARE INQUIRING ABOUT AND YOU WILL SEE THE AREAS THEY HAVE AUTHORIZED YOU TO VIEW.

HOW DOES MY STUDENT ESTABLISH DIRECT DEPOSIT?

DIRECT DEPOSIT IS QUICK AND EASY TO ESTABLISH BY FOLLOWING THE FOLLOWING STEPS. IT CAN BE SET UP TO EITHER A CHECKING OR SAVINGS ACCOUNT.

- 1. LOG IN TO MYWSU. CLICK ON MAIN MENU > SELF SERVICE.**
- 2. CLICK ON CAMPUS FINANCES > ENROLL IN DIRECT DEPOSIT.**
- 3. ENTER THE BANK NAME, ROUTING NUMBER (BANK CODE) AND CHECKING ACCOUNT NUMBER. IF YOU HAVE ANY QUESTIONS REGARDING THE CORRECT NUMBERS TO USE, PLEASE CONTACT THE BANK BRANCH WHERE YOU OPENED THE ACCOUNT.**
- 4. CLICK NEXT AND THEN THE BLACK ARROW TO SELECT THE BANK ACCOUNT NAME. CLICK NEXT AGAIN.**
- 5. AN ENROLLMENT AGREEMENT WILL APPEAR. CLICK YES TO CONTINUE AND THEN SUBMIT.**
- 6. CLICK GO TO DD SUMMARY AND CLICK MODIFY DIRECT DEPOSIT.**
- 7. DIRECT DEPOSIT IS NOW ESTABLISHED AND YOU CAN ADD/CHANGE YOUR ACCOUNT INFORMATION.**

IF YOUR STUDENT NEEDS TO CHANGE THEIR DIRECT DEPOSIT INFORMATION, IT CAN BE DONE BY COMPLETING THE FOLLOWING:

- 1. LOG IN TO MYWSU. CLICK ON MAIN MENU > SELF SERVICE.**
- 2. CLICK ON CAMPUS FINANCES > MODIFY DIRECT DEPOSIT.**
- 3. ADD THE NEW BANK ACCOUNT INFORMATION AND CLICK NEXT.**
- 4. PROCEED TO MODIFY MY DIRECT DEPOSIT AND CHOOSE THE NEW BANK ACCOUNT.**
- 5. FOLLOW THE STEPS TO LINK THE NEW ACCOUNT FOR FUTURE DIRECT DEPOSITS.**

TO CANCEL A DIRECT DEPOSIT PLEASE CALL HAVE THE STUDENT CALL 509-335-1891.



IT'S TIME TO FILE MY TAXES. WHAT DO I NEED FROM WSU TO CLAIM EDUCATIONAL CREDITS?

WSU ISSUES A 1098-T FORM TO HELP WITH TAX FILING WHICH IS AVAILABLE BY JANUARY 31ST EACH YEAR. THE FORM SHOWS ALL TUITION AND MANDATORY FEES LESS WAIVERS RECEIVED CHARGED TO A STUDENT FOR THE CALENDAR YEAR AS WELL AS ANY SCHOLARSHIPS AND GRANTS RECEIVED OR ADJUSTED IN THAT SAME CALENDAR YEAR. MANY STUDENTS AND PARENTS BELIEVE WE ARE REQUIRED TO REPORT PAYMENTS BUT THE IRS GIVES EDUCATIONAL INSTITUTIONS THE OPTION BETWEEN CHARGES OR PAYMENTS AND WSU REPORTS CHARGES. IT IS YOUR RESPONSIBILITY TO RETAIN ANY PAYMENT RECEIPTS NEEDED.

HOW DO I GET A COPY OF THE 1098-T FORM?

1098-T FORMS ARE AVAILABLE TO STUDENTS EITHER ELECTRONICALLY OR BY MAIL. ELECTRONIC METHOD IS THE PREFERRED METHOD AS THE STUDENT DOESN'T HAVE TO WAIT FOR THE FORMS TO BE PRINTED AND MAILED. THE VIDEO AT [HTTPS://UPK.WSU.EDU/HD/DATA/TOC.HTML](https://upk.wsu.edu/hd/data/toc.html) SHOWS HOW TO ACCESS IT IF YOU HAVE THIRD PARTY ACCESS. HOWEVER IT IS AVAILABLE WITH THIRD PARTY ACCESS ONLY IF YOU STUDENT HAS ELECTED TO RECEIVE IT ELECTRONICALLY.

FOR YOUR STUDENT TO GET IT ELECTRONICALLY, THEY NEED TO SIGN UP FOR IT BY COMPLETING THE FOLLOWING STEPS.

1. SIGN IN TO THE WSU PORTAL AT MY.WSU.EDU. GO TO SELF SERVICE > STUDENT CENTER. CLICK ON THE DROP DOWN ARROW IN THE FINANCES SECTION AND SELECT VIEW STUDENT PERMISSIONS.
2. CLICK ON THE 1098-T TAX FORM TAB AND GRANT CONSENT.
3. READ THE 1098-T CONSENT AGREEMENT, CHECK THE BOX AGREEING THE STATEMENT HAS BEEN READ AND THEN CLICK SUBMIT.

ONCE THE STUDENT HAS SIGNED UP ELECTRONICALLY, THEY CAN ACCESS THE CURRENT YEAR FORM (IF AVAILABLE) AND ANY PAST FORMS STARTING WITH 2012. TO ACCESS THE FORMS, THE STUDENT NEEDS TO COMPLETE THE FOLLOWING STEPS.

1. LOG INTO MYWSU AND GO TO THEIR STUDENT CENTER.
2. CLICK ON FINANCES > OTHER FINANCIAL LOCATED IN THE DROP DOWN MENU.
3. SELECT VIEW 1098-T. THIS WILL DIRECT YOU TO ANOTHER SCREEN WITH THE YEARS THE 1098-T IS AVAILABLE.
4. SELECT THE YEAR NEEDED AND A PDF FILE WILL APPEAR WHERE THE STUDENT CAN PRINT OR EMAIL THE FORM.

I NEED AN ITEMIZED LISTING OF MY STUDENT’S CHARGES TO SUBMIT TO MY 529 PLAN OR EMPLOYER. HOW DO I GET THAT?

IF YOUR STUDENT HAS GRANTED YOU 3RD PARTY FINANCIALS ACCESS, THIS INFORMATION CAN BE OBTAINED BY COMPLETING THE FOLLOWING STEPS.

1. LOG IN TO YOUR STUDENT’S MYWSU ACCOUNT USING YOUR WSU FRIEND ID.
2. CLICK ON STUDENT SERVICES CENTER LOCATED IN THE CENTER OF THE SCREEN.
3. IN THE DROP DOWN MENU, CLICK ACCOUNT ACTIVITY LOCATED IN THE FINANCES SECTION.
4. ENTER THE DATE RANGE YOU WOULD LIKE TO SEE OR SELECT A TERM. CLICK THE GREEN “GO” BUTTON. IF NOT ALL THE CHARGES ARE SHOWING, CLICK THE “VIEW ALL” BUTTON.
5. PRINT THE LISTING OF CHARGES.

IF YOU ARE NEEDING A CERTIFIED COPY PRINTED ON LETTERHEAD, PLEASE CONTACT THE UNIVERSITY RECEIVABLES OFFICE AT UNIV-RECEIVABLES@WSU.EDU OR 509-335-9653.

GO COUGS!

