Student Business Office
SBO in Old Main 110

Lobby
M-F 9:00 – 4:00

Phone
M-F 8:00 – 4:30

Email
24 hours 7-days a week
Response
M-F 8:00 – 4:30
What do we do?

Manage the Student Account Online

*Every student has a Student Account*

*Accessed online through Web4U*

**Billing**

Tuition, Housing, Bookstore, Other

**Process Payments**

Online – Mail – In Person

**Produce Monthly Statement of Account**

Online Only – Email Notification – No Paper Bills

**Assess Late Fees and Interest**

15th of Each Month
What do we do?

Process Student Account Refunds
ACH Direct Deposit to Student’s Personal Bank Account

Parking
Award and Sell Parking Permits
You must get on the waitlist to be awarded a permit
Don’t bring your car unless you have secured parking

Issue Citations

Financial Literacy Intelligence (FLI)
Fun financial inspired events throughout the year
Loan Strategy Appointments
Online help with Cash Course
Student Account Review

**What is included?**
- Tuition, Mandatory Fees, Campus Housing, Meal Plans,
- Bookstore Charges, most other campus charges
- Current Month Activity Detail and Monthly Statements
- Record of Payments and Saved Payment Methods
- Financial Aid such as Student Loans, Grants, Scholarships
- Refunds

**What is not included?**
- Library Fees and Fines
- Parking Fees and Fines
- Some Course Fees

**Registration is linked to Billing**
- If you add or drop a class, a *charge* or *credit* may post to your account
- Anytime you make a change to your class schedule check your Student Account
Student Account Review

“You do NOT get a bill”

WWU does NOT send paper bills or invoices!!!
Activity is posted to your Student Account Online

Student Responsibilities:
Pay Tuition, Fees, Housing and Meal Plan Charges by the first day of each quarter
Pay charges resulting from schedule or meal plan changes immediately
Monitor your account for miscellaneous charges; Pay as you get the charge
Review Statements posted to your student account each month
Be familiar with important dates; due dates, deadlines and Late Fee day
Communicate with Others paying on the account
Payments

“When is my Payment Due?”

Tuition and Fees, Housing and Meal Plans are due....

First Day of each Quarter

Important Dates and Deadlines are available on...

Student Business Office website  wwwu.edu/sbo

Registrars Office website  wwwu.edu/registrar
Payments
How to Avoid Late Fees, Interest and Account Holds

$40 Late Fee
Applied monthly

1% Interest
Applied Monthly

Account HOLD
Placed for non payment

Late Fee Assessment Day
The 15th of each Month

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>1st Day of Term</th>
<th>Late Fee Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September 26</td>
<td>October 15</td>
</tr>
<tr>
<td>Winter</td>
<td>January 8</td>
<td>January 15</td>
</tr>
<tr>
<td>Spring</td>
<td>April 2</td>
<td>April 15</td>
</tr>
</tbody>
</table>

How to Avoid Late Fees:
Pay Tuition and Housing by First Day of Quarter
Pay Miscellaneous Charges as they occur
Monitor your Financial Aid for outstanding requirements
Request GET or 529 funds timely (allow 14 days)
Payments
Pay Online
Quick, Easy, Convenient and Secure

e-Check
Routing & Account Numbers—*No Fees!*

Credit Card
Visa - MasterCard - American Express – Discover
2.75% Convenience Fee charged by the service provider

Debit Cards
Processed as Credit Card with fee - *use e-Check*
Payments

Mail

Check or Money Order
(Allow at least 7 days for processing)

Western Washington University
516 High St MS 9004
Bellingham, WA 98225

In person

Cash, Check or Debit Card

Student Business Office
Old Main 110
(Monday Friday 9am 4:00pm)

- Student ID # must appear on any payment submitted
- GET and 529 Plans allow 14 days when ordering
- Financial Aid pays directly to the student account
  * Authorization to Apply Financial Aid Funds form must be completed
Account Activity View Statements Make Payment Basket Help Sign Out

Go To WWU Mobile

Jessica Coogan

Go To WWU Mobile

Account Activity
This information is accurate up to

ACCOUNT ACTIVITY DETAIL
Current Charges
- Alternative Transport Fee-Manual
  - 2016-06-21 21.00
- Payments and Other Financial Resources
  - Payment-Debit Card
    - 2016-06-24 -21.00
- Refunds to Student
  - 2016-06-24 -21.00
- Plus Amount Due in Future
  - 0.00

Monthly Statements

Recent Payments
- 06/24/2016 $21.00
- 09/30/2015 $495.00
- 05/04/2015 $130.00

Saved Payment Methods
You have no saved payment methods.
Add New

Authorized User
You currently have the following Authorized User Logins set up.
- hcoogan
- stieg04

1099-T (Tax Credit Information)
- Most recent form: 1099T 2015 01/27/2016
- Previous form(s): Select
- Click here to accept electronic delivery option of 1099T only
### Account Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Refunds to Student</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance</td>
<td></td>
<td>2,846.25</td>
</tr>
<tr>
<td>Current Charges</td>
<td></td>
<td>5,284.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>8,128.25</td>
</tr>
<tr>
<td>New Balance</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Account Activity Detail

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Charges</td>
<td>0.00</td>
</tr>
<tr>
<td>Tuition &amp; Fee</td>
<td>2,403.75</td>
</tr>
<tr>
<td>Tuition &amp; Fee (Additional Charges)</td>
<td>2,403.75</td>
</tr>
<tr>
<td>Tuition &amp; Fee (Refunds to Student)</td>
<td>2,403.75</td>
</tr>
<tr>
<td>Tuition &amp; Fee (Net)</td>
<td>0.00</td>
</tr>
<tr>
<td>Tuition &amp; Fee (Refunds to Student)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Billing Disclosure to Resident Undergraduate Students (ROW 21B-10.0081)

For the academic year 2016-2017, the full-time equivalent of instruction and the amount collected for tuition and fees is called the Opportunity Pathway and is paid by state funds and other monies. For information on potential Federal Tax Credits please go to https://www.irs.gov/ individual/WaysToCutTaxesYouOwn. Credit.

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**Account Holder:**

Jessica Coogan

**Statement Date:**

04/01/2016

**Account Balance:**

0.00
Important Forms

Authorization to Apply Financial Aid Funds

Authorizes financial aid funds to apply to charges other than tuition, fees, room and board.

Release of Financial Information

Allows for SBO Staff to discuss your financial information with a third party.
Account Activity
This information is accurate up to
Tue 13-Jun-2017 14:11:23
Previous Balance 2,891.50
Current Activity Total 164.00
Balance On Account 3,055.50
Make Payment
Current Activity Detail

Recent Payments
View All
04/03/2017 $12.23
02/09/2017 $100.00
02/08/2017 $8.00

Authorized User
Add New
You currently have the following Authorized User
Logins set up.
Heidi Coogan stieg04

Monthly Statements
View All
To view all your bills click 'View All'.

Saved Payment Methods
Add New
You have no saved payment methods.

1098-T (Tax Credit Information) **2016 1098T
Revised information as of 1/27/2017.
Most recent form: 1098T 2016 01/27/2017
Previous form(s): Select

Click here to accept electronic delivery option of 1098T only

ACCEPTED FINANCIAL AIDS (loans, grants, and scholarships, etc) if all requirements are met your financial aid will apply to your Western student account at the start of business Friday before classes begin. Excess funds (after charges on your account are paid) will be refunded by ACH DIRECT DEPOSIT to the account you choose on or after the first day of class.

COMPLETE THE E-REFUND FORMS online if you have not already done so:
(Note: If you accept all these forms, you will be taken out of WWU Student Account Online (SAO) and will have to log back in to make payments, view statements or access your 1098-T information.)

AUTHORIZATION TO APPLY FINANCIAL AID FUNDS

RELEASE of FINANCIAL INFORMATION

Western's REFUNDING PROGRAM requires you to select a refunding preference. Read more...
Student Account Review

Student Volunteer
Refunds

Student Account Credit Balance Refunds

Almost every student will receive a refund at some point.

Examples of a Credit Balance Refund

- Returned items to the bookstore
- Adjustments on your account (meal plan, housing, fees)
- Return of a housing deposit
- Financial Aid or Payment in excess of current charges

Parent Plus Loans Refunds

- Check issued to the Parent
- Parent can redirect refund to Student
Important Information about your Financial Aid Refunds
Refunds

Student **must** set up *Direct Deposit* to a bank account
- Student must be a signer on the Bank Account
- Sign-up material will come in the mail *(mid-August)*

**Direct Deposit Sign-up Material**
- Student must use a personal code to establish direct deposit
- Contains the option for a bank account if needed
Follow these instructions to set up direct deposit:

1. Go to refundselection.com
2. Click ”Need a Code?”
3. Continue on to set up your bank account

All refunds will automatically go to the bank account you select

**Note:** This is a student process and must be done by the student
Parking

Parking on Campus is Very Limited

Parking Permits

All Parkers Must Have a Valid WWU Permit
Permits Awarded by Seniority (Accumulated Credit Hours)
Students get on a Waitlist (August 20th)
Lincoln Creek Offsite Parking Facility & Bus

Citations

Patrolled by License Plate Readers & Photo
Very Expensive Fines
Driver and Registered Owner are Responsible
Transportation Options

Bus
Your Western ID is your bus pass *(you paid for it already)*
Buses run every 15 minutes to campus

Walk or Bike
Bellingham is a great city for walking and bicycling

Carpool
Share the cost of commuting with friends

Zipcar
Available for those times when you need a car

WWU Late Night Shuttle
WWU Students *Only*
www.ridesystems.net

Contact the Transportation Office for trip planning assistance – www.edu/transportation
Important Checklist

Student Business Office Checklist

- Authorized User(s)
- Release of Financial Information
- Authorization to Apply Financial Aid Funds
- Direct Deposit
- Electronic Refund
- Pay Tuition & Housing by 1st Day of Term
Key Points

Financial Literacy Interest Session **Today!**
4:45 or 5:20  20-minute overview

Info Fair
8:00 am  after breakfast in Library

**Authorized User** and **Release of Financial Information**
Provides access to student financial information

**Important Dates & Deadlines**
Tuition & Housing due 1st day of each quarter
Late Fees and Interest assessed 15th of month

**Checklist**
Get it done before you return in September

**SBO Lobby Hours**
Mon-Fri  9:00am – 4:00pm
Email sbo@wwu.edu 24/7
Questions?

sbo@wwu.edu

Check out our FAQs at www.edu/sbo