



Bursar's Office

“We’ll cover billing, payments, and how to avoid issues.”

NEW COUG
ORIENTATION



How You'll Work with the Bursar's Office

Managing Your Account

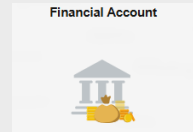
- Reviewing and understanding your **tuition and fee charges**
- Resolving any **billing questions or discrepancies**

Make & Plan Payments

- Choosing how to **pay your balance (e-check, card, etc.)**
- Enrolling in a **payment plan** to manage cash flow

Coordinating Funding Sources

- Applying **external scholarships**
- Managing **employer tuition assistance or sponsorships**
- Using **529 / GET** and other education benefits



Receiving Funds & Refunds

- Tracking **financial aid disbursement**
- Setting up **direct deposit** for faster refunds

Avoiding Issues & Delays

- Understanding **payment deadlines and late fees**
- Preventing or resolving **financial holds** that impact registration

Year-End & Tax Documents

- Accessing your **1098-T tax form**

“Think of the Bursar's Office as your financial operations partner”



The Big Questions

When will I see the charges? **July 13**

- Charges begin posting one month before semester starts or when your student signs up for courses

When does financial aid post? **August 17**

- Financial aid posts on financial accounts one week before the start of classes

When are they due? **August 24**

- Charges are due on the first day of classes

When will late fees begin posting? **September 11**

- Late fees post the 3rd, 5th, and 8th week of classes

Semester financial lifecycle: Charges post → aid disburses → payment due → late fees



Semester Payment Plans

Enrollment window opens within the same week as Financial Aid begins disbursing

- Opens sometime within the **week of August 17** for Fall 2026
- Only **one active** payment plan **per student account**

Down payment is required upon enrollment – % of Total owed

- **25%** owed during first enrollment window, **3** payment plan installments scheduled
- Enrolling later = larger down payment and less installments
- **\$50 setup fee** is accounted for in down payment

Payments automatically processed

- Courtesy notifications sent before installment is processed
- Can change payment methods in between installments

Missed/Late Installments can result:

- **Late fee** - **3%** of total amount owed
- Ineligible to enroll in payment plan for future semesters

**Not available
for Summer
Session**



Payment Plan Example

Tuition & Fees – Resident*	\$7,181.26
Housing & Dining**	\$6,643.00
Total***	\$13,824.26
Financial Aid	\$10,000.00
Remainder	\$3,824.26

25% Down Payment + \$50 Setup Fee	\$1,006.06
1 st Installment	\$956.07
2 nd Installment	\$956.06
3 rd Installment	\$956.07

*Rates pulled from Tuition-Budget website: <https://budget.wsu.edu/tuition-and-fee-rates/>

**Rates pulled from Housing Website: <https://housing.wsu.edu/residence-halls/rates/>

***Amount subject to change, special course fees not included



Making Payments



Mail It

- 📍 Send checks to WSU Bursar's Office
- 🕒 Slower processing time
- ✅ Best for: advance planning
- ⚠️ Include your WSU ID on all checks



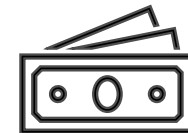
Online (Most Common)

- ✅ E-check = No fee (lowest cost)
- 💳 Cards (Visa/MC/Discover/AmEx)
→ 2.95% convenience fee
- 🎯 Best for: fast, flexible payment



In-Person

- 💵 Cash or check only
- 📍 French Administration Building
- 🎯 Best for: local, immediate payments



How to Make A Payment

Announcement

Please visit the websites listed for information on tuition due dates and late fees:

- [Pullman Campus](#)
- [Everett Campus](#)
- [Global Campus](#)
- [Spokane Campus](#)
- [Tri-Cities Campus](#)
- [Vancouver Campus](#)
- [Summer Session](#)

Tuition Disclosure Statement

Pursuant to RCW 28B.76.300 and 28B.15.0681, Washington State University is required to provide students with information on the following:

Student Account

ID: 099999999


Balance

\$0.00

[View Activity](#)

[Make Payment](#)


Statements

 Click the button to view your current account balance and details.

[View On Demand Statement](#)

My Profile Setup

 [Authorized Users](#)

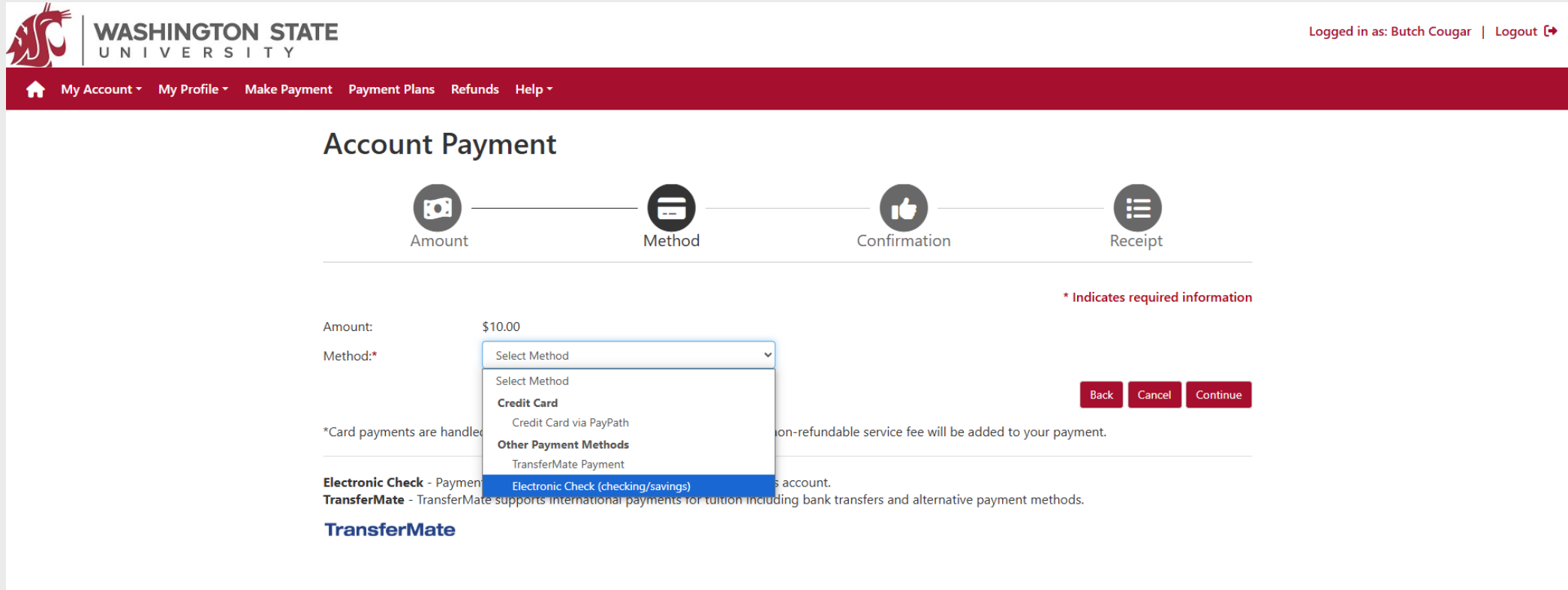
 [Personal Profile](#)

 [Electronic Refunds](#)



NEW COUG
ORIENTATION

How to Make A Payment *-E-Check*



WASHINGTON STATE UNIVERSITY

Logged in as: Butch Cougar | Logout

My Account My Profile Make Payment Payment Plans Refunds Help

Account Payment

Amount Method Confirmation Receipt

* Indicates required information

Amount: \$10.00

Method:*

- Select Method
- Credit Card**
 - Credit Card via PayPath
- Other Payment Methods**
 - TransferMate Payment
 - Electronic Check (checking/savings)**

Back Cancel Continue

*Card payments are handled by a third party. A non-refundable service fee will be added to your payment.

Electronic Check - Payment is processed through your bank account.

TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate



How to Make A Payment

E-Check

Account Payment



Amount



Method



Confirmation



Receipt

* Indicates required information

Amount: \$10.00

Method:*

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

Option to Save

Save this payment method for future use



How to Make A Payment *E-Check*



Option to Save

Save this payment method for future use

Save payment method as:
(example My Checking)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options

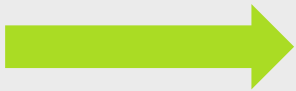
Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

Back

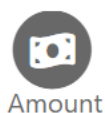
Cancel

Continue



How to Make A Payment - Credit/Debit Card

Account Payment



Amount



Method



Confirmation



Receipt

* Indicates required information

Amount: \$10.00

Method:*

Select Method

- Select Method
- Credit Card**
- Credit Card via PayPath
- Other Payment Methods**
- TransferMate Payment
- Electronic Check (checking/savings)

[Back](#) [Cancel](#) [Continue](#)

*Card payments are handled by a third party. A non-refundable service fee will be added to your payment.

Electronic Check - Payments are processed through your bank account.

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TransferMate



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How to Make A Payment - Credit/Debit Card

Account Payment



Amount



Method



Confirmation



Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information

Payment Date

5/8/25 

Term	Account	Amount
Spring 2025	Student Account	\$10.00
Total Payment Amount		\$10.00

[Change Amount](#)

Paid To

Washington State University
342 French AD Bldg
Pullman, WA 99164-1039

Confirmation Email

Selected Payment Method

Account: TOUCHNET PAYPATH

[Change Payment Method](#)

By selecting the Continue to PayPath button, you are agreeing to the [Payment Information](#).

[Back](#)

[Cancel](#)

[Continue to PayPath](#)



NEW COUG
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How to Make A Payment

- Credit/Debit Card

PayPath[®] | Payment Services



Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Washington State University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 3.00% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for International issued cards will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.

Transaction Details

Student ID	Term to credit	Amount
0 - Student Account	2253	\$10.00

PayPath Payment Service accepts:



Cancel

Continue







NEW COUG
ORIENTATION

How to Make A Payment

- *Credit/Debit Card*

PayPath[®] | Payment Services

 Amount —  Payment —  Confirmation —  Receipt

Payment Amount Information

In addition to the amount paid to Washington State University, a non-refundable PayPath service charge of 3.00% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for International issued cards will be added to your card payment. You will be given an opportunity to approve the complete transaction before submitting payment.

Payment amount: \$10.00


[Cancel](#) [Continue](#)



How to Make A Payment - Credit/Debit Card

Progress bar: Amount (dollar icon) — Payment (credit card icon) — Confirmation (thumbs up icon) — Receipt (receipt icon)

PayPath Payment Service accepts:



Payment Card Information

Name on card:

Please enter the name as it appears on your card.

Card account number:

Card expiration date:

Card security code: What is this?

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:

Zip code:

Email address:

Confirm email address:

Phone number: (optional)



Billing

Payment Options

Refunds







Why do I still owe a balance? I got a refund.




Some credits are term specific or may require additional permissions to pay all charges

Receiving Your Student Account Refund

Your Best Option: Direct Deposit (Recommended)

-  Fastest and most secure method
 -  Funds typically arrive within ~3 business days (depending on your bank)
 -  Eliminates risks of lost checks or address issues
-  Best choice for speed, reliability, and convenience

Paper Check Mailed to your official address on file in myWSU

-  Delivery depends on mail timing
 -  Reissue requires a 10-business-day waiting period
-  Important:
- Keep your mailing address current in myWSU
 - Delays or incorrect addresses can slow access to your funds

How to Decide

-  Need funds quickly → Set up direct deposit
-  Prefer traditional delivery → Use mailed check (plan for delays)

Next Step

- Set up or review your refund preference in myWSU
- Visit our website for step-by-step instructions

** Cash/Debit/Credit Card Refunds are not auto released.

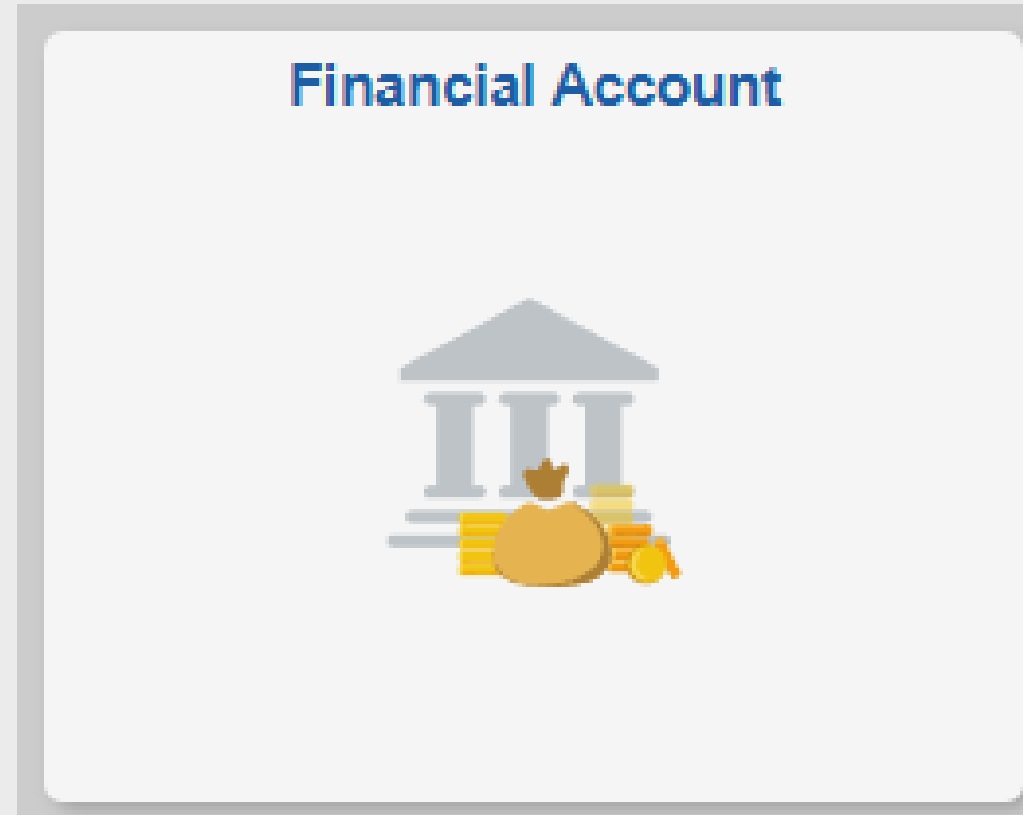


Sign up for
Direct Deposit!
SCAN HERE!



Direct Deposit

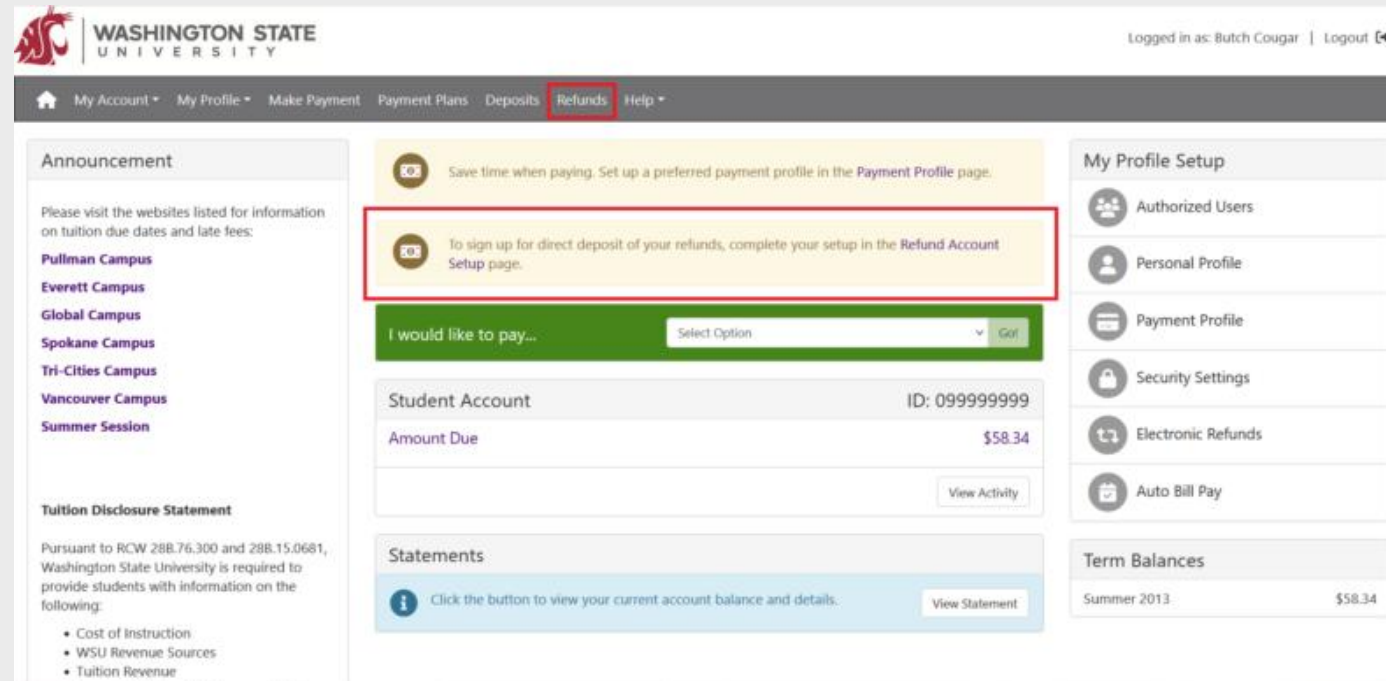
1. Log into myWSU and select the **Financial Account** tile



WSU

Direct Deposit

2. Select the **Refunds** link or the **Refund Account Setup** link



The screenshot shows the Washington State University student portal. The navigation menu at the top includes: Home, My Account, My Profile, Make Payment, Payment Plans, Deposits, **Refunds** (highlighted with a red box), and Help. A yellow callout box with a red border contains the following text: "To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page." Below this, the "Student Account" section shows an ID of 099999999 and an Amount Due of \$58.34. The "My Profile Setup" sidebar includes links for Authorized Users, Personal Profile, Payment Profile, Security Settings, Electronic Refunds, and Auto Bill Pay. The "Term Balances" section shows a balance of \$58.34 for Summer 2013.



Direct Deposit

3. Enter your bank account information

Set Up Refund Account

Account Information

** Indicates required fields*

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as:
(example My Checking)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.



Direct Deposit

4. Review the bank account details on the next screen and select the **I Agree** checkbox

Set Up Refund Account

I hereby authorize **Washington State 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 **\$30.00** return fee will be added to my student account.

Name: **Butch Cougar**

Address: **342 French Ad Bldg
Pullman WA 99164**

Depository: **COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 641416248**

Routing Number: **101000019**

Account Number: **xxxxx6789**

This agreement is dated 2025-04-10 13:32:12 PDT.
For fraud detection purposes, your internet address has been logged: 69.166.59.20 at 2025-04-10 13:32:12 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 fullest extent of the law.

To revoke this authorization agreement you must contact: **bursar.office@wsu.edu**

Print and retain a copy of this agreement.

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

I Agree

[Print Agreement](#) [Cancel](#) [Continue](#)



Direct Deposit

5. Select **Continue**, A confirmation page will display upon completion

eRefunds

Your new ACH refund account has been saved.

eRefunds puts money in your account... FAST!

No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.

**payments made by credit card will be refunded to credit cards used for payment

Current Refund Method

Direct Deposit
Checking - xxxxx6789

Remove

Other Refund Methods

Select an option below to save as the current refund method.

Direct Deposit (Replace current account)

Typically received in 1-2 business days

Funds will be transferred to the personal checking or saving account of your choice.

Checking - xxxxx6789

Set up a new account

Update



How to Get in Touch

✓ Best Starting Point

- 🌐 Visit: www.bursar.wsu.edu
- → Find forms, step-by-step instructions, and answers to common questions

✉ Email (Most Efficient for Documentation & Follow-Up)

- General questions: bursar.office@wsu.edu
- Employer/third-party billing: bursar.guarantees@wsu.edu
- Scholarships: bursar.scholarships@wsu.edu

👉 Best for: submitting documents, tracking requests, detailed questions

🏢 In Person (On-Campus Support)

French Administration Building, Room 342

(West side, near sky bridge entrance)

👉 Best for: in-person assistance if you are on campus

📞 Phone (Best for Urgent Questions)

- Call: 509-335-9711 (Option 2)
- 👉 Best for: time-sensitive issues or quick clarification

✉ Mail (Allow for Processing Time)

WSU Bursar's Office

PO Box 641039

Pullman, WA 99164-1039

⚠ Include your full name and WSU ID on all documents/checks

🎯 How to Get Faster Service

- ✓ Include your **WSU ID** on all communications
- ✓ Submit required **forms with your request**
- ✓ Choose the contact method that matches your urgency



And Remember!

- G**et informed: Review the Academic Calendar
- O**rganize: Track key dates & Deadlines
- C**heck often: Monitor email & student account
- O**ptimize payment methods
- U**ppdate info: Keep contact details current
- G**et Third Party Access
- S**etup Direct Deposit



Common Questions & Answers

Q. Can more than one authorized party be added?

A. **Yes! Students can add multiple authorized users**

Q. How does WSU process business checks?

A. **We process them as a scholarship, even if you own the business.**

Q. Can financial aid be used to pay for a previous semester?

A. **It depends on the academic year, semester and charges. Spring aid can pay Fall balances within the same academic year. Financial aid cannot pay into future terms.**



Bursar's Office

Email: bursar.office@wsu.edu
Phone: (509) 335-9711, Ext. 2

