

Tuition Discount Instructions and How To Obtain Grade/Payment Documentation: Western Governors University

Western Governors University Information:

Phone: (877) 435-7948

Portal Name: myWGU

URL: www.wgu.edu

Tuition Discount Instructions

Benefit Details:

- 5% Tuition Reduction for four terms
- Waived Application Fee

Instructions for New, Enrolled, and Returning Students:

- Request an Employment Verification Letter from EdAssist
- Fax it to 801-665-1933 or email it to discounts@wgu.edu along with your student ID if you have been assigned one already
- Click [Here](#) for more details

Please Note: Any reductions will be applied to future terms and will not be applied retroactively.

Obtaining Grade and Tuition/Payment Documentation

General documentation reminders:

- University Name/logo and your name need to be visible on all documentation.
- Documentation **cannot** be modifiable. This includes email correspondence. Uploaded screen shots are acceptable.
- Grade books are not an acceptable form of documentation for a final grade.
 - Grading documentation must confirm school name, student name or identifier, courses, final grades and dates of courses taken. Multiple documents can be submitted if each document can be correlated to each other.
- What is itemization? Itemization is the listing of all charges for a given time period, including a breakout of all fees under the term tuition.

Grade Documentation

- **Term Grade Report**
 - o **Location:** myWGU > Student Support > Student Services > Records > Grade Report
 - o **What it contains:** Course name and number, student name, credit hours, final letter grade and school identifier

Western Governors University

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Term Grade Report

Student: Sample Student
 Social Security Number: XXX-XX-1234
 WGU Student ID #: 000123456
 WGU Program of Study: Bachelor of Science, Information Technology
 Term 1: 11/01/2017 - 04/30/2018
 Print Date: April 4, 2018

Course Code	Course of Study	Grade	Competency Units
Current term grades are not yet available. Please check back when your term ends.			

****End of Grade Report****
 The Records Office of Western Governors University
 4001 South 700 East, Suite 700
 Salt Lake City, Utah 84107
 (801) 274-3280 ext. 3148

Tuition/Payment Documentation

- **Course Cost Breakdown** **you will also need an Account Summary (see below)*
 - **Location:** myWGU > Student Support > Financial Services > My Account>Documents > Course Cost Breakdown
 - **What it contains:** Tuition cost per term, term info, fee breakout (itemization), student name and school identifier

Course Cost Breakdown



Sample Student
 4001 South 700 East
 Salt Lake City, UT 84107

Summary	
Student ID	000123456
Date	11/03/2017
Program of Study	BSIT
Net Tuition	\$722.50

Six Month Term Start Nov 01, 17

SUBJ	Course #	Course Description	CU	Allocation
EWOB	OR21	Education Without Boundaries Orientation	0.0	\$0.00
BUSI	EST1	Ethical Situations in Business	3.0	\$166.73
BUIT	C268	Spreadsheets	3.0	\$166.73
BUIT	C724	Information Systems Management	3.0	\$166.73
ITEC	C182	Introduction to IT	4.0	\$222.31
Total			13	\$722.50


Important Information:

WGU tuition for full time students is a flat amount per term. There is no maximum number of competency units (CUs) in which students may enroll. The tuition cost per CU may vary throughout a term depending on the actual number of enrolled courses. The minimum number of CUs for full time students is 12 CUs for undergraduate programs and 8 CUs for graduate programs. Tuition cost per CU will not vary for part-time students. Net tuition used in the course cost breakdown schedule above reflects any tuition discounts and waivers awarded for this term.

FEIN: 84-1383926

4001 South 700 East, Suite 700 | Salt Lake City, UT 84107 - 2533 | Bursar@wgu.edu

- **Account Summary** **you will also need an Course Cost Breakdown (see above)*
 - **Location:** myWGU > Student Support > Financial Services > My Account > Cumulative Account Statement
 - **What it contains:** Student name, student ID, charges, credits, methods of payment, term



Western Governors University

Office of the Bursar

4001 South 700 East, Suite 700

Salt Lake City, UT 84107-2553

www.wgu.edu

1.877.435.7948 ext. 3105

Account Summary

JULY 03, 2018

STUDENT ID:

BALANCE: \$0

DATE	TERM	DESCRIPTION	CHARGES	CREDITS
01-JUL-2018	201807	Waiver - Tuition Discount		159.50
01-JUL-2018	201807	BSMG Program Tuition	3190.00	
01-JUL-2018	201807	BSMG - Resource Fee	145.00	
29-JUN-2018	201807	Web Check Payment		-159.50
15-JUN-2018	201807	Web Check Payment		3335.00
15-MAY-2018	201805	Waiver - Application Fee		65.00
15-MAY-2018	201805	Application Fee	65.00	
TOTALS			CHARGES \$3400.00	CREDITS \$3400.00