# 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 <a href="mailto:discounts@wgu.edu">discounts@wgu.edu</a> 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**

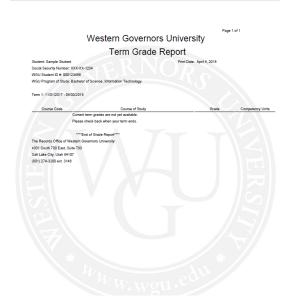
## **General documentation reminders:**

- University Name/logo and your name need to be visible on all documentation.
- Documentation <u>cannot</u> 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**

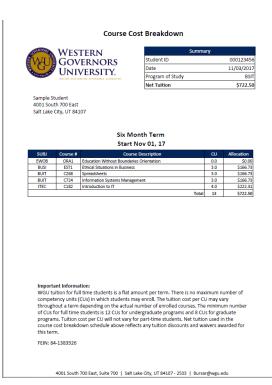
- Term Grade Report
  - o Location: myWGU > Student Support > Student Services > Records > Grade Report
  - o What it contains: Course name and number, student name, credit hours, final letter grade and school identifier





## **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





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



#### Western Governors University

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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

