

Acceptable Tuition Assistance Bills

Example 1

College/University name is present

Employee name is present

Term is clearly indicated

Expenses are itemized; tuition & fees easily identified

Transaction Detail		CHARGES/REFUNDS/ ADJUSTMENTS	PAYMENTS/CREDITS
Spring 2015	12/11/2014	Tuition	3,085.00
Spring 2015	12/11/2014	Activity Fee	75.00
Spring 2015	12/11/2014	Athletic Fee	146.00
Spring 2015	12/11/2014	Transportation Fee	52.00
Spring 2015	12/11/2014	Health Fee	145.00
Spring 2015	12/11/2014	Technology Fee	158.00
Spring 2015	12/11/2014	College Fee	12.50
		TOTAL CURRENT CHARGES	3,673.50
Spring 2015	01/12/2015	Web Payment - Visa	833.50
		TOTAL CURRENT PAYMENTS	833.50
		AUTHORIZED FINANCIAL AID	
Spring 2015	12/22/2014	Federal Pell Grant	2,840.00
		TOTAL AUTHORIZED AID	2,840.00
PENDING FINANCIAL AID		STUDENT ACTION NEEDED	
<i>Pending award(s) are not finalized and will not defer payment of account</i>		<i>Pending aid will not defer payment of account until all required actions have been completed in accordance with financial aid policies</i>	
Aid Type	Amount		

This is an example of a traditional tuition bill.

This tuition bill is **acceptable**:

- **College/university name** is present
- **Employee name** is present
- **Term** is clearly indicated, and can be matched to tuition assistance application
- **Expenses are itemized**, and tuition & fees are easily identified and calculated

The invoice also lists authorized financial aid (in this case, a Pell Grant) which allows ISTS to properly calculate employee out-of-pocket liability.

Example 2

Charges Due 6/17/15, 6:22 PM [Help](#)

Employee name is present

go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

summary || activity || charges due || payments || pending aid

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Summary of Charges by Due Date Find | View All | First 1-2 of 2 Last

Due Date	Due Amount	Running Total
06/22/2015	218.70	218.70
06/24/2015	2,647.00	2,865.70

Details by Due Date Find | View All | First 1-5 of 5 Last

Due Date	Charge	Term	Due Amount	Running Total
06/22/2015	Technology Fee	Summer 2015	30.00	30.00
06/22/2015	Web Course Fee	Summer 2015	40.00	70.00
06/22/2015	Web Course Fee	Summer 2015	40.00	110.00
06/22/2015	Summer S & A Fee	Summer 2015	108.70	218.70
06/24/2015	Tuition Summer Undergrad	Summer 2015	2,647.00	2,865.70

Expenses are itemized; tuition & fees easily identified

Term is clearly indicated

Details by Charge Find | View All | First 1-7 of 7 Last

Charge	Due Date	Term	Amount
Technology Fee	06/22/2015	Summer 2015	30.00
Web Course Fee - Social Theory I	06/22/2015	Summer 2015	40.00
Web Course Fee - Sociology of Sexualities	06/22/2015	Summer 2015	40.00
Summer S & A Fee	06/22/2015	Summer 2015	108.70
Tuition Summer Undergrad	06/24/2015	Summer 2015	2,647.00
			2,865.70

College/university name can be determined via web address

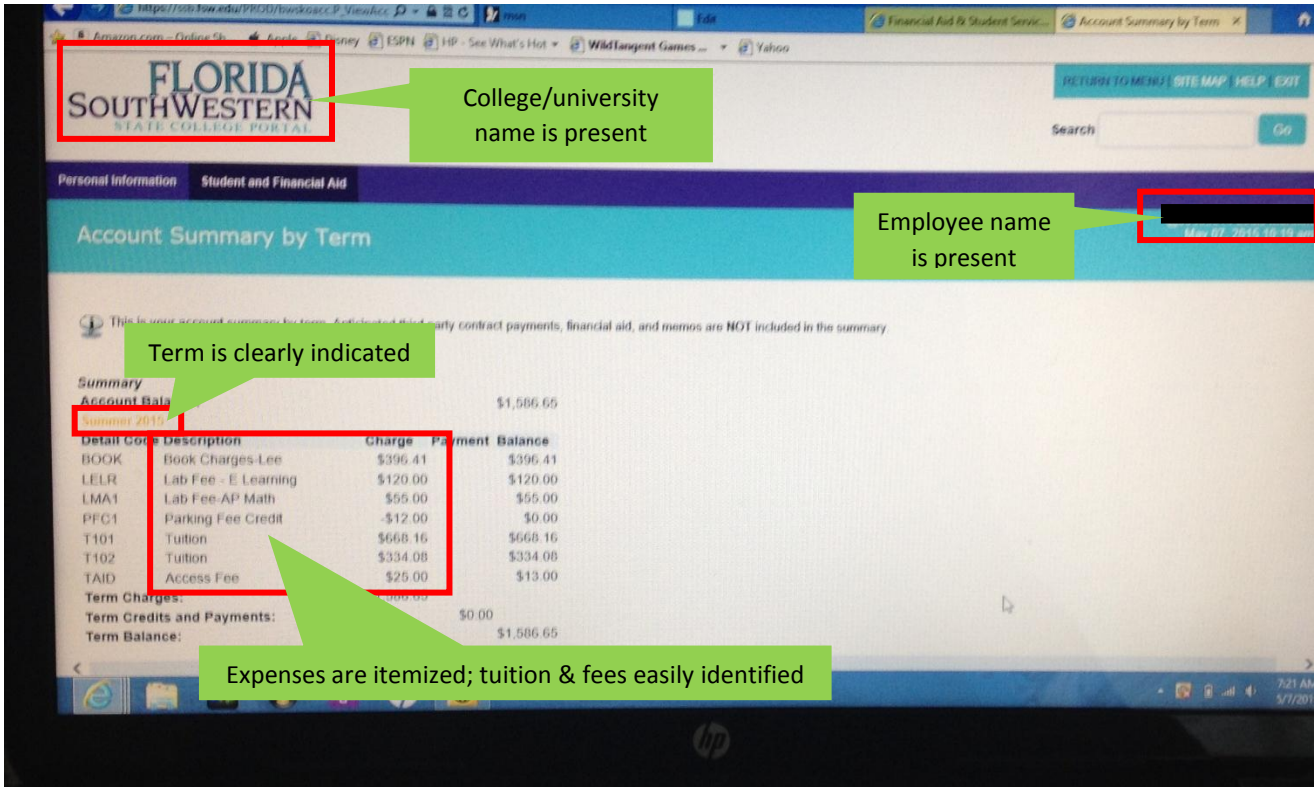
https://my-csprd.ea.cwu.edu/sc/CSPRD/EMPLOYEE/CS/c/SA_LEARNER_SERVICES

This is an example of tuition bill information captured from a student's online account.

Even though the information may not be as nicely organized as on the traditional bill, this tuition bill is still acceptable:

- **Employee name** is present
- **Term** is clearly indicated, and can be matched to tuition assistance application
- **Expenses are itemized**, and tuition & fees are easily identified and calculated
- **College/university name** can be easily determined by ISTS staff via the web address in the page footer

Example 3



In this example, the employee has submitted a picture of their computer screen.

Pictures of computer displays are allowed per the application, and this example is **acceptable** because the four primary criteria for a valid tuition bill have been satisfied:

- **College/university name** is present
- **Employee name** is present
- **Term** is clearly indicated, and can be matched to tuition assistance application
- **Expenses are itemized**, and tuition & fees are easily identified and calculated