



Obtaining Student Financial Information

* **READ ALL OF THIS INFORMATION** *

Due to the Federal Family Educational Rights and Privacy Act (FERPA), which governs release of student records, a request must be submitted **by the student** to the University in writing (or in person). For detailed information regarding Federal privacy laws for higher education and FERPA, please visit www.wmich.edu/registrar/pdf/FERPA%20Brochure.pdf

1098-T and Financial Records for Tax Purposes

If you are in need of a **1098-T** for tax purposes, this information can be obtained by the student on the web at www.1098-T.com for up to three (3) prior tax years and for the most recent tax year after January 31 of the following year (per federal regulations). If the 1098-T is available to you on-line, we will not mail a paper copy to you. If the 1098-T is not available to you on-line, please put your request in writing.

When requesting information in writing; the student must include their name, WIN (Western Identification Number), a detailed description of what information is being requested, why the information is needed, the student's mailing address and phone number, and the student's signature and date. Requested information will be mailed to the student.

“Receipts”/Monthly Statements/Invoices (Bills)

Monthly Statements and Invoices (Bills) are available on-line at www.wmich.edu (click on “GoWMU” and follow the directions). Effective with Summer I 2005, paper “receipts” will not be provided as semester invoices (bills) and monthly statements are available to students on-line.

Students may request (in writing) “receipts” for the following semesters: Summer II 2004, Fall 2004, Spring 2005

If the semester invoice (bill), monthly statement or “Verification of Receipt of Payment” is not acceptable for third party reimbursement purposes, the student will need to provide a form to be completed. The completed form will be mailed to the student.

“Receipts” will not be provided to students for semesters in which a balance is still owed.

Additional information is available on-line at www.wmich.edu/finaid/4-costs/bill.html

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The University's retention policy states that Invoices are to be retained for three (3) years and Accounts Receivable records for four (4) years. Requests for information beyond the retention period will be returned to the student.

Academic transcripts, class schedules, grades, and enrollment confirmation must be obtained from the Registrar's Office. The Financial Aid Office will not provide this information. Please visit the Registrar's website at www.wmich.edu/registrar for more information.