Instructions for WGU installment Agreement - This form must be filled out, then printed, signed and returned to WGU.

Fields that are Required Entry are indicated with red font and **
Fields that are Optional Entry are indicated with blue font
All other fields will auto populate and no entry is required.

PLEASE NOTE IF YOUR FORM(s) DOES NOT HAVE A SIGNATURE, IT WILL NOT BE ACCEPTED.

REQUIRED FIELDS:
- Plan Start - PLEASE ENTER IN MM/DD/YY FORMAT
- Student Name
- WGU Student ID Number
- Program Tuition for this term (A) - If you do not know your tuition rate please call the bursar office.
- Signature on Installment Plan

OPTIONAL FIELDS
- Special Fees - Special fees apply to select programs and are charged as follows:
  Science Lab Fee due with 1st payment (first term only) $350.00
  Nursing Program fee due with 1st payment (first term only) $350.00

  Special fees are not eligible for split payments and must be paid in full at the beginning of the term with the first payment. If you have questions regarding these fees, please call the Bursars’ office at ext. 3105 for assistance.

- WGU Approved/Confirmed Scholarships and/or Discounts - If you have received written confirmation from WGU stating that you are eligible for a Scholarship or Discount for the current term then please enter the amount here. Do not enter this as a negative (credit) amount, it will automatically deduct from the total. If you have questions regarding your eligibility for Scholarships or Discounts, please call the Bursars' Office at ext 3105 for assistance.

RESOURCE FEE (B) charged at the beginning of each new term and due with the first payment. No input required for this field.

PLAN FEE (C) is charged at the beginning of each term when you enroll in an installment plan. No input required for this field.

TOTAL PLAN AMOUNT = Total tuition + resource Fee + Plan Fee + Special Fees - WGU confirmed scholarship/discount

FIRST PAYMENT = Total tuition minus WGU confirmed scholarship and/or discount divided by 2 payments +resource fee + full special fee + full plan fee

2 PAYMENTS IN TERM The split plan has 2 payments. The first payment is due at the beginning of the term, the 2nd payment for the balance is due on the first day of the 4th month of your term. No input required for this field.

** Unsigned forms will not be accepted. **

To return by fax send to 801-795-7116
To return by e-mail - scan then send as an attachment to paymentplans_fax@wgu.edu

If you have any questions regarding this form, please call the Bursars' Office at 877-435-7948, ext 3105 and we will be happy to assist you.