

Adding Credits

Adding credits may result in additional fees. Please check your PRISM account. Go to: www.uwc.edu/prism.

If you add a course during the first week of classes, you have until the end of the first week to pay any additional fees. Payment made after your tuition due date will be subject to assessment for late payment.

If you add a course after the second week of classes or later, you must pay any extra fees the same day you add the course. Payment made later will be subject to assessment for late payment.

Dropping Credits/Withdrawal/Refund Policy

If you decide to drop a class or not to attend any classes, your fees will NOT be adjusted until you officially drop the course(s).

Course Drop and Withdrawal forms are available from Student Services. The date Student Services receives your form is the official date of your action. If you drop or withdraw by mail, the postmark date is the official date.

If you withdraw from UW-Richland or drop a course, your refund will be mailed to you, usually by the end of the semester. The amount of your refund will be based on the official date of your withdrawal or course drop.

NOTE: Refunds for students receiving financial aid may be returned to the financial aid provider, not to the student.

Refund Schedules for Withdrawals or Drops:

Administrative costs (ATD-\$100.00 Advanced Tuition Deposit) is in addition to percents noted.

Session	Week 1	Week 2	Week 3	Week 4
12 wks & over	1/23-1/29 100% ***	1/30-2/5 100% ***	2/6-2/12 50%	2/13-2/19 50%
8 wks - 11 wks	100% ***	50%	25%	None
5 wks - 7 wks	100% ***	50%	None	None
3 wks - 4 wks	100% ***	25%	None	None

***less \$100.00 ATD

Payment Schedule for Withdrawal/Cancellation or Drops Without Payment of Fees:

Assessment for administrative costs (ATD-Advanced Tuition Deposit) is in addition to percents noted.

Session	Week 1	Week 2	Week 3	Week 4
12 wks & over	1/23-1/29 None	1/30-2/5 None	2/6-2/13 50%	2/13-2/19 50%
8 wks - 11 wks	None	50%	75%	100%
5 wks - 7 wks	None	50%	100%	100%
3 wks - 4 wks	None	75%	100%	100%

Advance Tuition Deposit Refund / Withdrawal Fee

Students who failed to withdraw or request a refund on or before the following dates forfeit the advance tuition deposit to pay the withdrawal fee:

Spring 2012	November 28, 2011	\$100
Summer 2012	May 1, 2012	\$50 per session
Fall 2013	June 30, 2012	\$100

Concurrent Enrollment

If you are enrolled at another University of Wisconsin campus, your fees may be adjusted depending on the total number of credits for which you are registered. To inquire about fee adjustment, contact UW-Richland Business Services. A copy of a paid receipt from the other UW campus(es) will be required to adjust your fees.

United Council Fee

An additional charge of \$3.00 will be added to tuition and fees for campus student membership in the United Council of University of Wisconsin Student Governments (UC). This refundable fee was authorized by the Board of Regents and approved by a student referendum. If you wish to obtain a refund, you may request it by writing to: United Council; 8 Mifflin St., Room 203; Madison, WI 53703. Refunds must be requested within 45 days of the commencement of classes. This fee is assessed one time each semester; if you add a course after paying your fees you are not required to pay the UC fee again.



Business Services

Phone: 608/647-6186, ext. 238 or 234

The regular office hours for Business Services are:

- Monday; 7:45 AM to 6:00 PM
- Tuesday, Wednesday, Thursday; 7:45 AM to 4:30 PM
- Friday; 8:00 AM to 4:30 PM

Student Services

Phone: 608/647-6186, ext. 264

Disclaimer

Although we have made every reasonable effort to be factually accurate, UW Colleges, UW-Richland and their employees assume no legal liability for the accuracy or completeness disclosed, herein. Because the University reserves the

right to withdraw or add offerings and make other necessary changes after this has been printed, this is a guide and is not an irrevocable contract between the student and UW-Richland or UW Colleges. All information contained on the Business Services website and this brochure is subject to change without prior notice.



A Campus of the University of Wisconsin Colleges

Spring Fee Facts 2012

Revised 3/7/2012

Final Registration

Thursday, January 19

&

Friday, January 20

9 - 11:30 am & 1:30 - 4:00 pm

Please follow these steps:

- ✓ Check your PRISM account
- ✓ Clear all holds
- ✓ Pay tuition or make arrangements

****All tuition and holds must be satisfied before textbooks can be picked up.**

Spring Semester (Term 1124) classes begin January 23, 2012. You will receive only one statement, regardless of whether you change your course schedule. Please check your PRISM account for balance owed. Contact Business Services for information about your fees if you are unclear about the amount due. For questions about course registration contact Student Services.

Tuition and Fees

	<u>WI Resident</u>	<u>Out of State</u>	<u>MN Reciprocity</u>
Full-time: 12 –18 credits	\$2,506.93*	\$5,998.81*	\$2,541.39*
Each Cr Over 18 Cr:	\$187.61/cr	\$478.60/cr	\$190.48/cr
Part-time: 1 – 11credits	\$208.91*/cr	\$499.90*/cr	\$211.78*/cr
Audit, under age 60	\$62.06*/cr	\$245.06*/cr	\$63.06*/cr

To view details of tuition and segregated fees, go to: <http://www.uwc.edu/financial-aid/tuition/costs>.

***Does not include the \$3.00 United Council Fee**, special course fees (see course schedule), or distance ed fees (compressed video / audio graphics) additional \$15.00 / Credit.

Any student whose account goes into default will be responsible for all collection costs associated with the collection of the past due amount (24% of balance.)

MUA SPECIAL COURSE FEES will be charged during the semester for all MUA courses taken by non-music majors.

SPECIAL COURSE FEES are non-refundable after expenses are incurred.

SENIOR AUDIT FEES. The state legislature has approved a fee waiver for Wisconsin resident seniors age 60 +. Students can audit university courses tuition-free with the consent of the instructor and provided space is available. Additionally, audit fees shall not be charged to residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42USC 401 to 433. Senior audit students must pay per credit textbook rental fee and special course fees where applicable.

AUDIT FEES FOR THOSE ALSO ENROLLED IN CREDIT COURSES (for under age 60.) Students who combine both credit and audit courses will be charged for-credit rate for all courses.

ONLINE COURSE FEES are charged at a rate of \$225.00 per credit plus a \$20.00 per credit administrative fee. This fee is refundable only through the last day of online registration, January 5, 2012. Online course fees are assessed over and beyond regular tuition and fees, and payment in full is due at the time of registration which is prior to standard due dates. Visit UW Colleges website online at: www.online.uwc.edu.

Option 1 Payment of Fees by Payment in Full

~Pay your fees online to save time.~ Credit cards (MasterCard/Discover) and web checks are accepted through the student's PRISM account. A service fee of 2.5% of the payment amount is charged for using a credit card. Web checks are free. Go to <http://www.uwc.edu/prism>.

Or pay your fees by cash, check or money order in Business Services during business hours. The depository box by the Business Office window in Melvill Hall is available for payments after office hours. After hours payments will be entered the next workday.

By mail, send check to: UW-Richland Business Services
1200 Hwy 14 West
Richland Center, WI 53581

To receive a receipt, include a self-addressed stamped envelope.

Make checks payable to UW-Richland. Be sure to include your name and student identification number on the check. For checks returned because of non-sufficient funds, there is a \$20.00 charge plus applicable bank fees. A returned check could result in loss of registration.

For students already registered, if payment or payment arrangement is not made during Final Registration, \$100.00 Late Fee will be charged. (See Dropping Credits/Withdrawal and Late Registration for additional details.)

Option 2 Payment of Fees by bringing in Credit Agreement/Pay Plan

***If you have already filed a Credit Agreement Form, you will not need to fill out another form; just bring \$200 down payment.**

Prior to coming to Business Services, print and fill out Credit Agreement/Pay Plan and make a copy if needed.

(Form available on the web at: http://www.richland.uwc.edu/studentlife/business_services.asp).

You are NOT eligible for the Credit Agreement if:

- You owe charges from a previous semester such as tuition, parking fines, library fines, etc.
- You were late with one or more payments from a previous semester.
- You are carrying less than three credits.
- You are younger than 18 years old and do not have a parent or guardian co-sign your contract.

You will not be approved for the Credit Agreement until Business Services receives your signed form, down payment, and proof of birth date (driver's license.) Down payment = \$200.00 (one-time \$25.00 non-refundable enrollment fee assessed.) Down payment can be made in Business Services or on your PRISM account.

Credit Agreement remaining balance due dates:

50% due by March 2, 2012 ***

50% due by March 30, 2012 ***

***Invoices will not be sent reminding you of these deadlines. A fee of \$35.00 is assessed if the payment is late.

Option 3 Payment of Fees by additional Financial Aid

The balance on your account may automatically be reduced by your pending financial aid (which has been awarded/accepted/approved.) There no longer will be a need for filling out a deferment form based on this Financial Aid Waiver (noted as "waiver" on your invoice.) If tuition is owed beyond these "waivers," please pay balance in full or enroll in Credit Agreement.

FINANCIAL AID CENSUS DATE

Your financial aid for Spring 2012 will be paid based upon the number of credits for which you are registered at the end of the day February 3 (day 10). If you add credits after that date, you won't receive additional financial aid for the added credits.

GENERAL FINANCIAL AID INFORMATION

The UW Colleges student financial system, which manages registration and tuition payments, also processes financial aid. Initially, most grants, institutional scholarships, and student loans that have been awarded, will be credited electronically to individual student accounts the evening February 3, 2012 (day 10). If the amount of aid exceeds the amount of tuition and fees (which will be paid FIRST) the central office will mail a check in the amount of the excess to the student. The student must use that check to pay residence hall fees, foundation loans, and food service fees as these are NOT automatically deducted from a student's financial aid.

The amount of the financial aid refund is based on your enrollment credits and financial aid status as of the date of the check. If you add credits, reduce credits or withdraw from all your classes, you need to contact Student Services for information on how this will affect your financial aid. **A reduction in credits could make you liable for repayment of Financial Aid.**

Check your PRISM account to see if any financial aid amounts have been credited to your account and/or any checks have been sent. The student is responsible for the timely payment of tuition and fees. In the event financial aid is not disbursed, it is imperative that an alternative payment option is secured.