Option 1
Payment of Fees by Payment in Full

Pay your fees online to save time. Credit cards (MasterCard/Visa/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/debit 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 working day.

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 on/before February 5, 2016, a $100.00 Late Fee will be charged. (See Dropping Credits/Withdrawal and Late Registration for additional details.)

Option 2
Payment of Fees by Credit Agreement/Pay Plan

$200.00 down payment and completion of UWC’s Terms and Condition for Enrollment/Credit Agreement required for Pay Plan to be activated. Down payment can be made in Business Services or on your PRISM account.

(Form available at:

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 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.

*For those students that are under the age of 18, please print a hard copy of the Terms and Conditions (TAC) for Minors and have a parent co-sign and submit to a designated UW Colleges Staff member. (Form available at:

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 will be no 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 2016 will be paid based upon the number of credits for which you are registered at the end of the day February 5, 2016 (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 5, 2016 (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.
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 Affairs. The date Student Affairs 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:**

<table>
<thead>
<tr>
<th>Session</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 wks &amp; over</td>
<td>100%</td>
<td>100%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>8 wks - 11 wks</td>
<td>100%</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>5 wks - 7 wks</td>
<td>100%</td>
<td>50%</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3 wks - 4 wks</td>
<td>100%</td>
<td>25%</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Session</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 wks &amp; over</td>
<td>None</td>
<td>None</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>8 wks - 11 wks</td>
<td>None</td>
<td>50%</td>
<td>75%</td>
<td>100%</td>
</tr>
<tr>
<td>5 wks - 7 wks</td>
<td>None</td>
<td>50%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>3 wks - 4 wks</td>
<td>None</td>
<td>75%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Withdrawal Fee**

A withdrawal fee of $50.00 will be assessed for students who fail to withdraw or request a refund before January 25, 2016.

**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 a 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.

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**Business Services**

*Katie Burnley, 608-647-6186, ext. 238*

The regular office hours for Business Services are:

- **Monday:** Noon – 4 PM
- **Tuesday:** 9 AM – 11:15 AM, Noon – 3 PM
- **Wednesday:** 9 AM – 11:15 AM, Noon – 3 PM
- **Thursday:** Noon – 4 PM
- **Friday:** 8 AM – Noon

**Student Affairs**

*Kari Bartels, 608-647-6186, ext. 264*  
*Eric Hoffman, 608-647-6186, ext. 221*

The regular office hours for Student Affairs are:

- **Monday - Friday:** 8 AM – 4:30 PM

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**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.

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Please follow these steps:

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